

VACTE Discipline Policy

Attendance Policy

VACTE courses are designed to provide students with interactive, laboratory experiences that are difficult to recreate in a written or online environment. It is CRUCIAL that students attend classes in order to meet many of the course standards. School attendance is also required by law and is essential for success in VACTE programs. Absences will be recorded by the VACTE teachers. Absences shall be excused only for necessary and important reasons, such as illness, bereavement, other family emergencies, or field trip and school functions as required by a student's home school.

Absences

Valley Academy for Career & Technology Education JTED students are expected to attend school every day the class is scheduled to be in session. Absences from class make skill acquisition difficult and incomplete; thus, absences are very detrimental to success in any Valley Academy for Career & Technology Education JTED program.

Valley Academy for Career & Technology Education JTED instructors will request verification of absences from students.

Every student is required to be in class at the proper time and must stay for the entire class period.

Arriving late will be charged as a "tardy." Excessive tardiness may result in loss of class points and could result in suspension and/or removal from the program.

If a student is unable to attend class (including clinical or skills labs), a parent/guardian is expected to call the VACTE JTED 24-hour Attendance Line at 928-634-7131 Ext: 11, and leave a voicemail. Parents/Guardians are expected to notify VACTE preferably prior to the start of class that day or within 24 hours.

Consequences of Absences:

Student will be placed on an attendance contract after his/her fifth (5th) absence, excused or unexcused, in regularly scheduled courses.

If a student misses more than seven (7) class periods in a course he/she could face the following consequence(s):

- Student will be informed that he/she may lose high school credit.
- If student receives a passing semester grade, he/she may have to petition to receive credit.
- Student will not receive a certificate of program completion. (Students may address the VACTE Governing Board to appeal this decision.)
- If student chooses to test for the industry assessment; he/she may be held financially responsible for the cost of the assessment.
- Student could be permanently removed from the JTED program.
- Student will be held accountable for the reimbursement of tuition/fees paid to Yavapai College by VACTE.

Parents and students should not expect deviations from the Valley Academy for Career & Technology Education attendance policy. Parents expect the school and the teachers to follow all guidelines; and, likewise, the school would expect parents to cooperate with the attendance procedures. Continued absenteeism and tardiness from VACTE may lead to failure in the class and/or disciplinary actions.

NOTE: Parents and students are responsible for notifying JTED of address/telephone changes.

Valley Academy for Career & Technology Education JTED Central Campus students at our Yavapai College Campus must follow and adhere to the attendance policies outlined in the program/course syllabus provided at that location. Valley Academy for Career & Technology Education Satellite Campus students at the high school campuses must follow and adhere to the attendance policies at said campuses. (Please refer to said site's/district policy.) Student attending Yavapai College also has to adhere to Yavapai College policies as provided with registration and course syllabus.

Late Work Due to Absences

A **student shall** be required to **initiate** contact with each of his/her teachers to obtain appropriate make-up work for any excused absences **PRIOR TO THE ABSENCE**. For pre-planned absences, including field trips, a student must inform each of his/her teachers prior to the date of the event. The student may have as many days to make up work missed as the number of days he/she was absent plus one (unless stated differently in program/course syllabus). Work missed by the student due to suspension may be made up for credit at the teacher's discretion. Extended projects (term papers, etc.) will be due on the assigned date unless prior arrangements have been made with the instructor. Student should receive a copy of teacher's syllabus outlining the makeup policy.

Early / Activity Release

Parents/Guardians will need to follow the procedures outlined below for early release of Valley Academy for Career & Technology Education students:

- For pre-planned early releases, a student must inform each of his/her teachers prior to the date of the occurrence. The student's Parents/Guardians must contact the VACTE Office and inform the JTED of pre-planned early release. Parents/Guardians must be listed as such per the student's records on file with VACTE.
- If the parent/guardian comes directly to the Valley Academy for Career & Technology Education classrooms, the VACTE staff or teacher will verify the person's identity, via the student's records on file at Valley Academy for Career & Technology Education JTED. Student will be required to sign out to leave campus.
- The Valley Academy for Career & Technology Education JTED employee will ask for identification and obtain a signature from the parent/guardian before releasing the student.
- Students must have prior approval from VACTE to leave campus during scheduled class periods.
- Students who arrive late to Valley Academy for Career & Technology Education due to appointments or personal business must have prior parental/guardian notification submitted to VACTE. Failure to observe these policies may result in disciplinary action under prevailing VACTE attendance policies.

Student Withdrawal/Drop

An Official Notice of Pupil Withdrawal Form must be completed by the student and parent/guardian who wishes to withdraw from a VACTE program either voluntarily or due to absenteeism. Upon withdrawal, the student will return all materials, (i.e. books, program uniforms and tools) as provided by VACTE to the program instructor or the VACTE office.

Students who drop a program voluntarily or are dropped due to excessive absenteeism will be responsible for refunding VACTE for all tuition and fees paid to Yavapai College, as well as any unreturned or damaged materials.

Class Supplies/Equipment

Students are required to have the necessary materials to work with as prescribed by the teacher. Students should bring to class each day pencil, paper, pen and class textbooks. Students who attend class without the necessary supplies are subject to disciplinary action. Additional items may be required for specific JTED program areas and will be outlined in the program/course syllabus.

Equipment/Supply Checkout Procedures

Some VACTE programs require a specific set of specialized equipment that each student must have to successfully complete the JTED program. Prior to the second week of scheduled classes, each student must furnish their own specialized equipment as outlined in the program/course syllabi.

Safety Equipment / Uniforms

Where applicable, VACTE will furnish students with all **required** safety equipment and uniforms. Students will be responsible for safe storage/care of all furnished safety equipment and uniforms. Students who lose or misplace their furnished equipment will be held accountable for replacement at their own expense. Students will not be allowed to work in laboratory areas without approved safety apparel. Students who attend class unprepared may lose credit for work assigned on that day.

Textbooks

Although not required by law, Valley Academy for Career & Technology Education furnishes all necessary textbooks. For identification, each book is numbered. In addition to textbooks, students may be furnished with additional materials or equipment necessary for the course. Each student is expected to return all books, materials, and equipment at the end of his/her participation in the course or will be held accountable for any lost, destroyed, stolen or mutilated books/materials/equipment.

PROFESSIONAL EXPECTATIONS/DISCIPLINE

The Valley Academy for Career & Technology Education's Professional Expectations/Discipline policies are based upon industry-generated employability skills. Employability skills are crucial in a student's ability to become employed and stay employed. VACTE programs incorporate these skills in our course requirements and expectations. In the area of professional expectations and employability skills, it is the mission of the Valley Academy for Career & Technology Education:

- To provide quality education and training programs.
- To provide each student with the opportunity to develop entry-level employment skills.
- To provide an atmosphere of professionalism conducive to learning through the use of highly motivated staff, up-to-date equipment and student support.
- To promote growth of the whole person.

Conduct Code

- The Valley Academy for Career & Technology Education JTED classes are organized to replicate the work environment. Students are required to conduct themselves in the same manner that is required by professional employees.
- Students are expected to arrive to class on time, prepared to engage in active learning with the appropriate homework assignments and materials, including textbooks, paper, pencil or pen, and project materials. Students are also expected to remain in class until the end of the class.
- Cheating will not be tolerated. Students are expected to do their own work. Students are expected to follow directions given by any JTED/YC staff member.
- Students are expected to demonstrate courtesy and respect toward themselves, other students, guests, staff members, and substitute teachers as well as respect for school property and equipment.
- Students are expected to refrain from using inappropriate language, including profanity, both in and out of the classroom. Inappropriate displays of affection will not be tolerated.

Respect Code

Every person has the right to learn in a comfortable and safe environment. At the Valley Academy for Career & Technology Education, we expect all staff members, students and visitors to encourage positive self-esteem by:

- Practicing courtesy and friendliness at all times.
- Being cooperative, attentive and supportive in class, and in all school related activities.
- Being supportive of one another in the pursuit of academic, activities, and personal goals.
- Not disturbing others in the classroom or during school related activities.

Dress Code

As a member of a career and technical career program; each student is expected to meet the program standards to be career ready. Employability standards such as dress and behavior are equally important in acquiring and maintaining employment. Therefore; a student's dress and appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene language, slogans, graphics or symbols, or symbols of sex, drugs or alcohol shall not be worn or displayed. Immodest or indecent attire is not acceptable. Appropriate designated footwear for each program must be worn.

The Valley Academy for Career & Technology Education is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Specific courses may have assigned uniforms and students are expected to wear said attire as per the teacher's instructions.

Prohibited Student Conduct-Disruptive Conduct

A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process or activity.

A student shall not violate any federal, state or local law.

A student shall not violate any Governing Board policy, administrative regulation or school rule.

Defiance of Authority – Truthfulness

A student shall obey the reasonable requests of teachers, administrators, and other JTED district employees and shall respond to requests for information from these persons in a truthful manner. A student shall not speak or refer to teachers, administrators, and other school district employees in a vulgar or profane manner.

Possession of Weapons/Dangerous Items in School

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the Joint District.

Vandalism, Littering and Destruction of Property

A student shall not damage, destroy or deface any school property or property belonging to any other person and shall not litter on school property or at a school event.

Drugs / Alcohol / Tobacco / Medical Marijuana

A student shall not possess, sell, offer to sell, use and transfer or be under the influence of alcohol, drugs, or medication (the use of medication is allowed if it is prescribed by a physician and used in accordance with the Governing Board policies). Drugs include any narcotic or dangerous drug, vapor releasing toxic substance, as well as any imitation controlled substance. The term medication means patent or proprietary

medicines available legally by prescription only. A student shall not possess, sell, and offer to sell, transfer or use drug paraphernalia.

A student medical marijuana cardholder shall not possess or engage in the use of marijuana on VACTE property, in a VACTE vehicle, or at a VACTE sponsored event

A VACTE student is not permitted to possess or use tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products while participating in class or at any function sponsored or otherwise authorized by VACTE regardless of age. This includes all Central Campus students, whether at Yavapai College, a business, agency or a local high school, regardless of age.

Hazing

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

"Hazing" means any intentional, knowing or reckless act committed by a student whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of the policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of the policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains, or reports hazing, may report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.
All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

Student Violence/Harassment/Intimidation/Bullying

The Governing Board of the Valley Academy for Career & Technology Education believes it is the right of every student to be educated in a positive, safe, caring and respectful environment that is inclusive of these traits, maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation of citizens in society.

To assist in achieving a learning environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.
Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to
- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and damage to or theft of personal property.

Cyber bullying: Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, and social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of the law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of VACTE. VACTE personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of the case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable VACTE policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from VACTE.

Knowingly submitting a false report of bullying shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant VACTE policies shall be followed.

Law Enforcement Authorities shall be notified any time VACTE officials have a reasonable belief that an incidence of bullying is a violation of the law.

Endangering the Health and Safety of Others

A student shall not engage in conduct that endangers, or reasonably appears to endanger, the health or safety of other students, school employees, or other persons.

Threats, Assaults and fighting

A student shall not verbally or physically threaten, abuse, assault or engage in a fight with any student, school employee or any other person.

Defamation

A student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction or are false and have a tendency to question a person's occupation, business or office.

Obscenity and Vulgarity

A student shall not use obscene or vulgar language or gestures or distribute obscene or vulgar materials. Obscene materials, language or gestures are those that an average person, applying contemporary standards of the school community, would find; taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value. The standard to be used is that of the school community, in recognition of the fact the students are, as a group, younger and more sensitive than the general adult population. Vulgar

language, materials or gestures include language, materials or gestures that depict sexual and/or excretory activities in a patently offensive manner.

Forgery, Cheating and Plagiarism

A student shall not use, or attempt to use, the identity, signature, academic work or research of another person and represent that it is his or her own. A student shall not share his or her knowledge or work with another student during an examination. A student shall not bring into an examination any materials or notes unless approved by the teacher.

Gambling

A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

Emergency Alarms and Fire Control Devices

A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists, justifying use of the device.

Arson

A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher approved class activities such as an approved and supervised experiment in a science class.

Unauthorized Entry

A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings or grounds.

Misrepresentation, Extortion and Theft

A student shall not take, use or borrow any property by misrepresentation, deception or by expressed or implied threat. A student shall not take, use or borrow property belonging to another person without that person's permission to use or take the property.

Gang Activity and Association

A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or cause and participate in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the school. A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others. Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation, in such a group, is prohibited because of the disruption to the educational activities that result from such activities addressed. It is the District's position that such activities and dress also present a clear and present danger to other district students, to district staff members and to the community.

For this purpose, a "gang" is defined as a group of individuals (1) who refer to themselves as a group by a group name or moniker and (2) whose primary group activities, whether conducted individually or in a group setting, involve activities that are unlawful or contrary to Governing Board Policy, including, but not limited to, the following : intimidation of others, acts of assault and similar acts of unjustified physical violence against others, and/or activities that damage real property such as graffiti. Gangs also often claim a territory or area and have similar groups that are deemed rivals or enemies.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

THE VALLEY ACADEMY FOR CAREER & TECHNOLOGY EDUCATION DISCIPLINARY ACTIONS

| VIOLATION | RANGE OF CONSEQUENCES |
|--|---|
| AGGRESSION Verbal Provocation Minor Aggressive Act Disorderly Conduct Recklessness Endangerment Fighting Assault Aggravated Assault | DETENTION, ISS, WORK DETAIL, OSS, DISCIPLINE HEARING, POLICE REFERRAL |
| ALCOHOL, TOBACCO AND OTHER DRUGS <i>(SALE/DISTRIBUTION OR INTENT TO SELL/DISTRIBUTE; USE; POSSESSION; OR SHARE)</i> ALCOHOL VIOLATION Tobacco Violation E-Cigarettes Drug Violation Medical Marijuana | OSS, DISCIPLINE HEARING, POLICE REFERRAL |
| ARSON | OSS, DISCIPLINE HEARING, POLICE REFERRAL |
| ATTENDANCE POLICY VIOLATION TARDY Leaving School Grounds without Permission Unexcused Absence Truancy | CLASSROOM INTERVENTION, WARNING, DETENTION, ATTENDANCE CONTRACT, ISS, OSS, DISCIPLINE HEARING, LOSS OF CREDIT TRUANCY CITATION, WORK DETAIL |
| HARASSMENT, THREAT AND INTIMIDATION HARASSMENT, NONSEXUAL Bullying Threat or Intimidation Hazing | ISS, OSS, DISCIPLINE HEARING, POLICE REFERRAL |
| LYING OR FORGERY CHEATING, PLAGIARISM – SEE ETHICS POLICY | DETENTION, ISS, OSS, DISCIPLINE HEARING, POLICE REFERRAL |
| | |

SCHOOL POLICIES, OTHER VIOLATIONS OF

- COMBUSTIBLE
- Contraband
- Defiance, Disrespect towards Authority, and
 Non- Compliance
- Disruption
- Dress Code Violation
- Gambling
- Language, Inappropriate
- Negative Group Affiliation
- Parking Lot Violation
- Profanity
- Public Display of Affection
- No Student ID Card

Warning, Classroom Intervention, Detention, Work Detail,
Car Booted, Car Towed, Loss of Parking Privilege, ISS, OSS,
Discipline Hearing, Police Referral

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| SCHOOL THREAT BOMB THREAT Chemical or Biological Threat Fire Alarm Misuse | OSS, DISCIPLINE HEARING, POLICE REFERRAL |
| Sexual Offences PORNOGRAPHY Indecent Exposure or Public Sexual Indecency Harassment, Sexual Harassment, Sexual with Contact | ISS, OSS, DISCIPLINE HEARING, POLICE REFERRAL |
| TECHNOLOGY, IMPROPER USE/POSSESSION COMPUTER Network infraction Electronics | CONFISCATE, PARENT PICK-UP, DETENTION, LOSS OF COMPUTER PRIVILEGE, WORK DETAIL, ISS, OSS, POLICE REFERRAL |
| THEFT | OSS, WORK DETAIL DISCIPLINE HEARING, POLICE REFERRAL |
| TRESPASSING | POLICE REFERRAL |
| VANDALISM OR CRIMINAL DAMAGE GRAFFITI OR TAGGING Vandalism of Personal Property Vandalism of School Property | DETENTION, WORK DETAIL, ISS, OSS, DISCIPLINE HEARING, RESTITUTION, POLICE REFERRAL |
| WEAPONS AND DANGEROUS ITEMS FIREARMS Other Destructive Device Other Weapons Dangerous Weapons Simulated Weapons | OSS, DISCIPLINE HEARING, POLICE REFERRAL |

Offenses may be reported to AZ Department of Education and/or law enforcement.

Be aware of the following:

1. The administration reserves the right to circumvent the discipline matrix when deemed necessary.
2. Frequency and/or severity of any act will lead to immediate reclassification of the consequence.
3. Any continuing offense may be considered incorrigible behavior and will be taken to a discipline hearing.
4. Referrals will be sent home with the student and placed in student discipline file; parent will be contacted by phone or in person when a student is found to be in violation of an offense that merits Suspension.
5. Discipline hearings could result in Long-Term Suspension, Expulsion, Alternative to Suspension, or an Alternative Placement.

6. Students reasonably suspected of being under the influence of alcohol and/or drugs are subject to passive alcohol sensors, screening and/or wellness checks. Law enforcement may be notified.
7. Any violation of local, state, or federal law could result in a discipline hearing with a recommendation for Long-Term Suspension, Expulsion, or an Alternative Placement.