

## STUDENT DISCIPLINE REPRIMAND SYSTEM PROCEDURES

In order to achieve a more uniform discipline policy, a reprimand system has been devised for the student body. The procedure is as follows:

1. The teacher will fill out one of the reprimand forms for each offense.
2. The forms will be turned in to the office daily. The teacher should keep a copy of each form turned in.
3. The receptionist will record the offense with a check mark on the student's individual record.
4. Homeroom teachers will check their homeroom class each Friday. When a student has received three (3) checks, the teacher is to inform the office. A notification of behavior will be sent to the student's parents/guardian and a conference will be held with the student. When the student receives a fourth reprimand, the student will receive disciplinary action deemed necessary by the administration. Upon receipt of a fifth reprimand, the student will be placed in in-house suspension or receive an alternative disciplinary action as deemed necessary by the administration.
5. When a student receives nine (9) accumulative reprimands, the student will be ineligible to participate in any and all school field trips, athletic functions, class trips, or any extracurricular events that would involve transportation and participation away from school grounds.
6. When a student receives ten (10) accumulative reprimands, the student will be suspended from school for three (3) days. For each additional reprimand after the tenth and the three-day suspension, the student will be suspended an additional day. (Example: John Doe is suspended on November 1 for three days because of ten reprimands. He returns to school on November 4 and receives another reprimand. He will be suspended again; this time for four days and so on in conjunction with each reprimand received after the initial ten reprimands and three-day suspension.) (See FOD-R for appeal procedures.)

All disciplinary actions and suspensions are subject to administrative evaluation and the administration reserves the right to make final judgment in regard to the length and times of suspensions based on the past behavior and severity of misbehavior with regard to each incident.