



# ATC PROACTIVE DISCIPLINE MATRIX



INFRACTION	1 <sup>ST</sup> OCCURRENCE	2 <sup>ND</sup> OCCURRENCE	3 <sup>RD</sup> OCCURRENCE
<p><b>OUT OF UNIFORM</b> (Shirts must be worn at all times on campus throughout the day, and during off campus school-related activities such as field trips.)</p> <p><b>ID BADGES</b> (Badges must be worn on campus and on field trips. A \$5.00 fee will be charged to replace a lost badge.)</p>	After school detention	Detention & parent contact	Administrative referral  <i>Note: consistent failure to wear a uniform shirt will be considered insubordination.</i>
<p><b>ELECTRONIC DEVICES</b> (on and/or publicly displayed)</p> <p>Cell Phones will be collected by test proctors during ALL standardized testing. Failure to comply will result in removal by Security and Referral.</p>	Item confiscated and turned in to office until following day; parent conference	Item confiscated and turned in to office; parent conference; detention	Item confiscated and turned in to office; parent conference; Administrative referral for insubordination.
<b>TARDINESS per 9 Weeks</b>	Warning	Detention	Detention & parent contact 4 <sup>th</sup> tardy- Administrative Referral
<b>CUTTING CLASS UNSERVED DETENTION</b>	Immediate administrative Referral <i>preceded</i> by parent contact		
<b>LEAVING CAMPUS WITHOUT PERMISSION</b>			

<p align="center"><u>INFRACTION</u></p> <ul style="list-style-type: none"> <li>• VIOLATION OF CLASS/SCHOOL RULES including eating and chewing gum</li> <li>• PROFANITY DIRECTED AT OTHER STUDENTS</li> <li>• WEARING OF HATS OR OTHER HEAD GEAR</li> </ul>	<p align="center"><u>1<sup>ST</sup> OCCURRENCE</u></p> <p>Verbal reprimand or student conference</p>	<p align="center"><u>2<sup>ND</sup> OCCURRENCE</u></p> <p>Seat change, possible removal to another classroom, detention, parent contact at teacher's discretion</p>	<p align="center"><u>3<sup>RD</sup> OCCURRENCE</u></p> <p>Removal from class followed by parent contact and two detentions</p> <p align="center"><u>4<sup>TH</sup> OCCURRENCE</u></p> <p>Administrative referral (phone call home must precede referral)</p>
<ul style="list-style-type: none"> <li>• HONOR CODE VIOLATIONS (SEE HONOR CODE DOCUMENT)</li> </ul>	<p>"F" on assignment Parent contact</p>	<p>"F" on assignment, Administrative referral preceded by parent contact</p>	<p>School, county and national NHS policies will be followed regarding dismissal from NHS.</p>
<ul style="list-style-type: none"> <li>• PROFANITY DIRECTED AT TEACHER</li> <li>• INSUBORDINATION</li> <li>• AGGRESSIVE BEHAVIOR</li> <li>• BULLYING and CYBERBULLYING</li> <li>• MISUSE/DAMAGE of TECHNOLOGY</li> <li>• VIOLATION of Acceptable Use Policy</li> <li>• DRUG/ALCOHOL ABUSE</li> <li>• FIGHTING/BATTERY</li> <li>• FORGERY/PLAGIARISM of school documents</li> <li>• GAMBLING</li> <li>• PORNOGRAPHY</li> <li>• SEXUAL OFFENSES</li> <li>• MAJOR THEFT</li> <li>• TOBACCO USE</li> <li>• VANDALISM</li> <li>• POSSESSION and/or THREATENING with weapons</li> <li>• ARSON</li> </ul> <p>Any other unacceptable behavior as defined in the <i>Code of Student Conduct</i></p>	<p align="center"><b>IMMEDIATE REFERRAL/SUSPENSION PARENT CONTACT <i>MUST</i> BE MADE</b></p> <p align="center"><b>INCIDENTS OF BULLYING MUST BE REPORTED AND DOCUMENTED IMMEDIATELY ON APPROPRIATE FORMS</b></p>		
<p align="center"><i>All referrals must be preceded by documented parent contact by the teacher who must write the referral within 48 hours after the offense. Administrators will reply within 48 hours of receiving the referral.</i></p>			