

# CCS Disciplinary Guidelines

Unacceptable Behavior	Consequences
1. Failure to wear clothing as specified in dress code for class and physical education.	1x warning and notify parent 2x parent required to bring correct clothing to school or student receives zero in every class for remainder of day or until clothing corrected. 3x 2hr Sat School
2. Late/tardy to class.	Contact parent. 3 tardies = 1 absence More than 10 absences = loss of credit or failure for that class for the semester
3. Skipping classes or leaving campus without administrative permission	1x 1hr Sat School 2x 2hr Sat School 3x Suspension or Expulsion
4. Leaving campus without having a parent or approved person sign out at office	1 –3 hours Sat School Suspension
5. Fighting, pushing or physically intimidating another person	1x Suspension (1-5 days)+academic penalty 2x Suspension (6-10 days)+academic penalty 3x Expulsion
6. Chewing gum.	1x-3x 2hr Sat School per incident Suspension (1-5days)+academic penalty
7. Use of profanity, vulgar language including slag variations of profanity, racial slurs or negative ethnic comments	Varies from Sat School to Suspension or Expulsion
8. Physical displays of affection toward another student	Varies from Sat School to Suspension or Expulsion
9. Rude, discourteous and/or disrespectful toward any student, staff or faculty	1x Contact parent. 1hr Sat School 2x 2hr Sat School 3x Suspension (1-3 days)+academic penalty
10. Failure to attend Saturday School or behaving inappropriately during discipline	Sat School hours doubled per offense
11. Cheating, plagiarizing or otherwise claiming work which is not done by student	1x Zero for test or assignment and parent contact. 2x Suspension (1-5 days) 3x Expulsion
12. Stealing, using without permission or otherwise taking anything that is the property of another person or the school. This includes unauthorized computer use and/or Internet access such as Instant Message communication.	Varies from Sat School to Suspension or Expulsion depending on severity.
13. Forging signatures of parent on papers, assignment books, report cards, referral forms or any other school communication	1x 2hr Sat School 2x Suspension (1-5 days)+academic penalty
14. Vandalism, including any damage or destruction of property on school campus.	1x Contact parent and payment for damages. 2x Suspension or Expulsion

15. Fighting, pushing or physically intimidating another person.	1x Suspension (1-5 days)+academic penalty 2x Suspension (6-10 days)+academic penalty 3x Expulsion
16. Possession, display or use of any potential weapon; including, but not limited to firearms/guns, knives, explosives or manuals for making weapons.	Expulsion and notification of law enforcement.
17. Possession, use or sale of drugs, alcohol or any controlled substance. Possession or display of pornographic material or access of same via internet	Expulsion and notification of law enforcement.
18. Threats of violence toward students, faculty or staff whether verbal or written.	Suspension or Expulsion and notification of law enforcement
18. Speeding, unsafe driving, improper parking, failure to register vehicle with the Dean or driving on campus with excessively loud music.	1x warning and parent contact 2x 2 hr Sat School Flagrant abuse may result in losing privileges to park at school for current semester.
20. Leaving campus for lunch, other than 12 <sup>th</sup> grade students who have earned the privilege and have parental permission.	1x warning and parent contact 2x 2 hr Sat School 3x Suspension (1-5 days)+ academic penalty
21. Use of cell phones, pagers and other electronic communication devices during school hours and/or in school facility	1x Item confiscated and returned only to parent. 2x Above plus 2 hr Sat School Flagrant abuse may result in Suspension.

**Academic Penalty** means that a student receives a grade of zero on any assignment, project due or test for every class missed due to serving a suspension. There is no way to make up the assignment, project due or test and no extra credit given as compensation.

Be aware that on a **PER SEMESTER** basis the following guidelines are:

3 Saturday Schools = 1 day Suspension

3 Suspensions (or equivalent of 9hrs. Saturday Schools) = Expulsion

In signing below, the student affirms that s/he has read the CCS Disciplinary Guidelines, accepts the consequences as stated and agrees to respect the authority of CCS faculty and administration.

Print Student Name \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date read and signed \_\_\_\_\_

Print Parent/Legal Guardian Name \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_

Add to Handbook Policy:

Use of cell phones, pagers and other electronic communication devices during school hours is absolutely forbidden. These items must be stored in backpacks and not worn or viewed during school hours. Use is allowed after school hours, outside school building.