

<b>Behavior/Infraction</b>	<b>1st Instance</b>	<b>2nd Instance</b>	<b>3rd Instance</b>
<p><b>Unexcused Tardy</b></p> <p>*Students are expected to be in all classes prepared and on time. Within the first few minutes of class teachers should use discretion and flexibility to account for technology issues or other obstacles.</p> <p>**Please note that excessive 'excused' tardiness will be addressed by administration. Please reach out to the Dean of Students if this becomes a concern with a student.</p> <p>***A fourth instance of tardiness automatically makes a student ineligible for athletics and/or extra curricular activities that day</p>	<p>-Teacher will notify the Dean of Students of unexcused tardy via the Behavioral Infraction Form as well as recording in Aspen .</p> <p>-Dean of Students will inform the student's parent/guardian and note infraction in Aspen Conduct Folder.</p> <p>-Student must make an appointment with the teacher to meet and determine missed work/content.</p> <p>-Student has 48 hours to make the appointment and complete any missed work to earn up to 70% credit. If the student fails to make an appointment with the teacher, they will not have the opportunity to make up missed work.</p>	<p>-Teacher will notify the Dean of Students of unexcused tardy via the Behavioral Infraction Form as well as recording in Aspen.</p> <p>-Dean of Students will make an appointment to meet with the student's parent/guardian to discuss the second offense of infraction.</p> <p>-Dean of Students will note infraction in Aspen Conduct Folder.</p> <p>-Student must make an appointment with the teacher to meet and determine missed work/content.</p> <p>-Teacher will have a conversation with the student warning of potential impacts of further tardiness/absences as it relates to grade/course credit.</p> <p>-Student has 48 hours to make the appointment and complete any missed work to earn up to 50% credit. If the student fails to make an appointment with the teacher, they will not have the opportunity to make up missed work.</p>	<p>-Teacher will notify the Dean of Students of unexcused tardy via the Behavioral Infraction Form as well as recording in Aspen.</p> <p>-Dean of Students will make an appointment to meet with the student, parent/guardian and student's school counselor to discuss the pattern of infractions and reflect on behavior, and create a behavioral contract. The behavioral contract will include weekly meetings with the student's school counselor, as well as other appropriate terms and conditions decided by the group.</p> <p>-Dean of Students will note infraction in Aspen Conduct Folder.</p> <p>-Student must make an appointment with the teacher to meet and determine missed work/content.</p> <p>-Teacher will have a conversation with the student warning of potential impacts of further tardiness/absences as it relates to grade/course credit.</p> <p>-Student has 48 hours to make the appointment and will receive a 0 for any work missed.</p>
<p><b>Skip/Cut Class</b></p> <p>*A student is considered to have skipped/cut a class if they are absent from a particular class without parental consent or communication.</p>	<p>-Teacher will notify the Dean of Students of skip/cut via the Behavioral Infraction Form after checking the daily attendance.</p> <p>-Dean of Students will inform the student's parent/guardian and note infraction in Aspen Conduct Folder.</p> <p>-Student must make an appointment with the teacher to meet and determine missed work/content.</p> <p>-Student has 48 hours to make the appointment and complete any missed work to earn up to 50% credit. If the student fails to make an appointment with the teacher they will not have the opportunity to make up missed work.</p>	<p>-Teacher will notify the Dean of Students of skip/cut via the Behavioral Infraction Form after checking the daily attendance.</p> <p>-Dean of Students will inform the student's parent/guardian and make an appointment to meet with the student, parent/guardian, and student's school counselor to discuss the second offense of infraction.</p> <p>-Dean of Students will note infraction in Aspen Conduct Folder.</p> <p>-Student must make an appointment with the teacher to meet and determine missed work/content.</p> <p>-Teacher will have a conversation with the student warning of potential impacts of further absences as it relates to grade/course credit. -Student has 48 hours to make the appointment and complete any missed work to earn up to 50% credit.</p>	<p>-Teacher will notify the Dean of Students of skip/cut via the Behavioral Infraction Form after checking daily attendance..</p> <p>-Dean of Students will inform the student's parent/guardian and make an appointment to meet with the student, parent/guardian, and students school counselor to discuss the third offense of infraction. During this meeting a behavioral contract will be created. The behavioral contract will include weekly meetings with the student's school counselor, as well as other appropriate terms and conditions decided by the group.</p> <p>-Dean of Students will note infraction in Aspen Conduct Folder.</p> <p>-Student must make an appointment with the teacher to meet and determine missed work/content.</p> <p>-Teacher will have a conversation with the student warning of potential impacts of further absences as it</p>

			<p>relates to grade/course credit. -Student has 48 hours to make the appointment.</p> <p>-Student will receive 0 credit for missed work.</p>
<p><b>Obscene/Profane Language, Gestures, and/or Inappropriate content are shared</b></p> <p>*Depending on severity of behavior, administration may use discretion to enforce more severe disciplinary measures, especially if behavior is determined to be bullying, harassment, or discriminatory in nature.</p>	<p>-Teacher will mute student, turn off their video, and/or disable their ability to share content for the remainder of the class period.</p> <p>-Teacher will notify the Dean of Students of behavior via the Behavioral Infraction Form.</p> <p>-Dean of Students will contact the parent/guardian to inform them of behavior.</p> <p>-Dean of Students will make an appointment to meet with the teacher, student, and the student's school counselor to discuss, reflect on, and make a plan to change behavior.</p> <p>-Dean of Students will make a note in the student's Aspen Conduct Folder.</p>	<p>-Teacher will mute student, turn off their video, and/or disable their ability to share content for the remainder of the class period.</p> <p>-Teacher will notify the Dean of Students of the behavior via the Behavioral Infraction Form</p> <p>-Dean of Students will contact the parent/guardian to inform them of repeat behavior.</p> <p>-Dean of Students will make an appointment to meet with the teacher, student, parent/guardian, and the student's school counselor to discuss, reflect on, and make a plan to change behavior.</p> <p>-Student must complete a written reflection, which will include reflecting on behavior and outlining steps to change behavior.</p> <p>-Student has 24 hours to complete the reflection, and must submit reflection via email to the Dean of Students and school counselor.</p> <p>-Dean of Students will make a note in the student's Aspen Conduct Folder.</p>	<p>-Teacher will mute student, turn off their video, and/or disable their ability to share content for the remainder of the class period.</p> <p>-Teacher will notify the Dean of Students of the behavior via the Behavioral Infraction Form</p> <p>-The Dean of Students will contact the parent/guardian to inform them of repeat behavior.</p> <p>-Dean of Students will make an appointment to meet with the teacher, student, parent/guardian, and the student's school counselor to discuss, reflect on behavior, and create a behavioral contract. The behavioral contract will include weekly meetings with the student's school counselor, as well as other appropriate terms and conditions decided by the group.</p> <p>-Dean of Students will make a note in the student's Aspen Conduct Folder.</p>
<p><b>Academic Integrity Infraction</b> (Plagiarism, Cheating, Collaborating with others on an individual assignment)</p>	<p>-Teacher will have a discussion with the student about the incident.</p> <p>-Teacher will notify the Dean of Students via the Behavioral Infraction Form.</p> <p>-Dean of Students will notify the parent/guardian.</p> <p>-Dean of Students will make a note in the student's Aspen Conduct Folder.</p> <p>-If the incident is determined to be a violation of the academic integrity policy, the student will resubmit the work within 24 hours to earn up to 50% credit for the assignment. If the student fails to resubmit the assignment within 24 hours they will receive a 0.</p> <p>-Student will be allotted 24 hours to write a personal reflection concerning the incident, which is to be signed by his/her parent and sent to his/her teacher and the Dean of Students. If the student fails to write the personal reflection they will automatically receive a 0 for the assignment, even if resubmitted within 24 hours.</p>	<p>-Teacher will have a discussion with the student about the incident.</p> <p>-Teacher will notify the Dean of Students via the Behavioral Infraction Form.</p> <p>-Dean of Students will contact the parent/guardian.</p> <p>-Dean of Students will make a note in the student's Aspen Conduct Folder.</p> <p>-If the incident is determined to be a violation of the academic integrity policy, the student will automatically receive a 0 for the assignment due to the incident being a repeat offense.</p> <p>-Dean of Students will make an appointment to meet with the student, parent/guardian, and student's school counselor to discuss multiple infractions to the Academic Integrity Policy.</p>	<p>-Teacher will have a discussion with the student about the incident.</p> <p>-Teacher will notify the Dean of Students via the Behavioral Infraction Form.</p> <p>-Dean of Students will contact the parent/guardian.</p> <p>-Dean of Students will make a note in the student's Aspen Conduct Folder.</p> <p>-If the incident is determined to be a violation of the academic integrity policy, the student will automatically receive a 0 for the assignment due to the incident being a repeat offense.</p> <p>-Dean of Students will make an appointment to meet with the student, parent/guardian, and student's school counselor to discuss pattern of infraction and plan to change behavior. Principal may also participate in this meeting to discuss potential further consequences.</p> <p>-Student will be suspended from participating in any athletic or extra curricular activities for 5 days.</p>

# Unexcused Tardy

- All students are expected to be in class prepared and on time. A tardy is considered “unexcused” if a parent/guardian does not communicate with the school to notify that their child will be tardy.
- Please note that excessive “excused” tardiness will be addressed by administration. Please reach out to the Dean of Students if this becomes a concern with a student.
- A fourth instance of tardiness, excused or unexcused, automatically makes a student ineligible for athletics and/or extra curricular activities that day

## 1st Instance

- Teacher will notify the Dean of Students of unexcused tardy via the Behavioral Infraction Form as well as recording in Aspen .
- Dean of Students will inform the student’s parent/guardian and note infraction in Aspen Conduct Folder.
- Student must make an appointment with the teacher to meet and determine missed work/content.
- Student has 48 hours to make the appointment and complete any missed work to earn up to 70% credit. If the student fails to make an appointment with the teacher, they will not have the opportunity to make up missed work.



## 2nd Instance

- Teacher will notify the Dean of Students of unexcused tardy via the Behavioral Infraction Form as well as recording in Aspen.
- Dean of Students will make an appointment to meet with the student’s parent/guardian to discuss the second offense of infraction.
- Dean of Students will note infraction in Aspen Conduct Folder.
- Student must make an appointment with the teacher to meet and determine missed work/content.
- Teacher will have a conversation with the student warning of potential impacts of further tardiness/absences as it relates to grade/course credit.
- Student has 48 hours to make the appointment and complete any missed work to earn up to 50% credit. If the student fails to make an appointment with the teacher, they will not have the opportunity to make up missed work.



## 3rd Instance

- Teacher will notify the Dean of Students of unexcused tardy via the Behavioral Infraction Form as well as recording in Aspen.
- Dean of Students will make an appointment to meet with the student, parent/guardian and student’s school counselor to discuss the pattern of infractions and reflect on behavior, and create a behavioral contract. The behavioral contract will include weekly meetings with the student’s school counselor, as well as other appropriate terms and conditions decided by the group.
- Dean of Students will note infraction in Aspen Conduct Folder.
- Student must make an appointment with the teacher to meet and determine missed work/content.
- Teacher will have a conversation with the student warning of potential impacts of further tardiness/absences as it relates to grade/course credit.
- Student has 48 hours to make the appointment and will receive a 0 for any work missed.

# Skip/Cut Class

- A student is considered to have skipped/cut a class if a parent/guardian does not communicate with the school to notify that their child will be absent from that class or for the day.

## 1st Instance

- Teacher will notify the Dean of Students of skip/cut via the Behavioral Infraction Form after checking the daily attendance.
- Dean of Students will inform the student's parent/guardian and note infraction in Aspen Conduct Folder.
- Student must make an appointment with the teacher to meet and determine missed work/content.
- Student has 48 hours to make the appointment and complete any missed work to earn up to 50% credit. If the student fails to make an appointment with the teacher they will not have the opportunity to make up missed work.



## 2nd Instance

- Teacher will notify the Dean of Students of skip/cut via the Behavioral Infraction Form after checking the daily attendance.
- Dean of Students will inform the student's parent/guardian and make an appointment to meet with the student, parent/guardian, and student's school counselor to discuss the second offense of infraction.
- Dean of Students will note infraction in Aspen Conduct Folder.
- Student must make an appointment with the teacher to meet and determine missed work/content.
- Teacher will have a conversation with the student warning of potential impacts of further absences as it relates to grade/course credit.
- Student has 48 hours to make the appointment and complete any missed work to earn up to 50% credit.



## 3rd Instance

- Teacher will notify the Dean of Students of skip/cut via the Behavioral Infraction Form after checking daily attendance..
- Dean of Students will inform the student's parent/guardian and make an appointment to meet with the student, parent/guardian, and student's school counselor to discuss the third offense of infraction. During this meeting a behavioral contract will be created. The behavioral contract will include weekly meetings with the student's school counselor, as well as other appropriate terms and conditions decided by the group.
- Dean of Students will note infraction in Aspen Conduct Folder.
- Student must make an appointment with the teacher to meet and determine missed work/content.
- Teacher will have a conversation with the student warning of potential impacts of further absences as it relates to grade/course credit. -Student has 48 hours to make the appointment.
- Student will receive 0 credit for missed work.

# Obscene/Profane Language, Gestures, and/or Inappropriate Content are Shared

- Depending on severity of behavior, administration may use discretion to enforce more severe disciplinary measures, especially if behavior is determined to be bullying, harassment, or discriminatory in nature.

## 1st Instance

- Teacher will mute student, turn off their video, and/or disable their ability to share content for the remainder of the class period.
- Teacher will notify the Dean of Students of behavior via the Behavioral Infraction Form.
- Dean of Students will contact the parent/guardian to inform them of behavior.
- Dean of Students will make an appointment to meet with the teacher, student, and the student's school counselor to discuss, reflect on, and make a plan to change behavior.
- Dean of Students will make a note in the student's Aspen Conduct Folder.



## 2nd Instance

- Teacher will mute student, turn off their video, and/or disable their ability to share content for the remainder of the class period.
- Teacher will notify the Dean of Students of the behavior via the Behavioral Infraction Form
- Dean of Students will contact the parent/guardian to inform them of repeat behavior.
- Dean of Students will make an appointment to meet with the teacher, student, parent/guardian, and the student's school counselor to discuss, reflect on, and make a plan to change behavior.
- Student must complete a written reflection, which will include reflecting on behavior and outlining steps to change behavior.
- Student has 24 hours to complete the reflection, and must submit reflection via email to the Dean of Students and school counselor.
- Dean of Students will make a note in the student's Aspen Conduct Folder.



## 3rd Instance

- Teacher will mute student, turn off their video, and/or disable their ability to share content for the remainder of the class period.
- Teacher will notify the Dean of Students of the behavior via the Behavioral Infraction Form
- The Dean of Students will contact the parent/guardian to inform them of repeat behavior.
- Dean of Students will make an appointment to meet with the teacher, student, parent/guardian, and the student's school counselor to discuss, reflect on behavior, and create a behavioral contract. The behavioral contract will include weekly meetings with the student's school counselor, as well as other appropriate terms and conditions decided by the group.
- Dean of Students will make a note in the student's Aspen Conduct Folder.

# Academic Integrity Infraction

- (Plagiarism, Cheating, Collaborating with others on an individual assignment)

## 1st Instance

- Teacher will have a discussion with the student about the incident.
- Teacher will notify the Dean of Students via the Behavioral Infraction Form.
- Dean of Students will notify the parent/guardian.
- Dean of Students will make a note in the student's Aspen Conduct Folder.
- If the incident is determined to be a violation of the academic integrity policy, the student will resubmit the work within 24 hours to earn up to 50% credit for the assignment. If the student fails to resubmit the assignment within 24 hours they will receive a 0.
- Student will be allotted 24 hours to write a personal reflection concerning the incident, which is to be signed by his/her parent and sent to his/her teacher and the Dean of Students. If the student fails to write the personal reflection they will automatically receive a 0 for the assignment, even if resubmitted within 24 hours.



## 2nd Instance

- Teacher will have a discussion with the student about the incident.
- Teacher will notify the Dean of Students via the Behavioral Infraction Form.
- Dean of Students will contact the parent/guardian.
- Dean of Students will make a note in the student's Aspen Conduct Folder.
- If the incident is determined to be a violation of the academic integrity policy, the student will automatically receive a 0 for the assignment due to the incident being a repeat offense.
- Dean of Students will make an appointment to meet with the student, parent/guardian, and student's school counselor to discuss multiple infractions to the Academic Integrity Policy.



## 3rd Instance

- Teacher will have a discussion with the student about the incident.
- Teacher will notify the Dean of Students via the Behavioral Infraction Form.
- Dean of Students will contact the parent/guardian.
- Dean of Students will make a note in the student's Aspen Conduct Folder.
- If the incident is determined to be a violation of the academic integrity policy, the student will automatically receive a 0 for the assignment due to the incident being a repeat offense.
- Dean of Students will make an appointment to meet with the student, parent/guardian, and student's school counselor to discuss pattern of infraction and plan to change behavior. Principal may also participate in this meeting to discuss potential further consequences.
- Student will be suspended from participating in any athletic or extra curricular activities for 5 days.