

# **Disciplinary Procedures**

The program staff will enforce all rules. In the event of a violation, the Program Coordinator and Housing and the Activities Coordinator will review the incident and make recommendations to the Program Director. Depending upon the extent of the misconduct, discipline may range from withdrawal of privileges to immediate dismissal from the program.

The disciplinary process is structured to assure the due process of the participant. Since retention is a primary objective, caution against rule violations is consistently reinforced.

The following details the procedure for handling disciplinary problems. (Note: This procedure is **not** applicable to those violations that result in immediate dismissal.)

## **Step 1 – First Violation**

1. The participant will receive a verbal reprimand from a staff member.
2. The participant will complete a Disciplinary Contact Form describing the misbehavior, the reasons for the actions or behaviors exhibited, and a statement of commitment that the appropriate behavioral adjustments will be made.

## **Step 2- Second Violation**

1. The participant will complete a Disciplinary Contact Form describing the misbehavior, the reasons for the actions or behaviors exhibited, and a statement of commitment that the appropriate behavioral adjustments will be made.
2. A call will be placed to the parent(s)/guardian(s) to discuss the problem and solicit their support in helping the participant make appropriate behavioral adjustments.
3. A written warning against further infractions will be attached to the incident report and mailed to the parent(s)/guardian(s).
4. The participant will be issued a final warning and placed on restrictions and/or probation for the number of days recommended by the Program Coordinator.

## **Step 3 – Third Violations**

The participant will receive a verbal reprimand from a staff member and an incident report will be filed with the Program Coordinator and the participant's parent(s)/guardian(s).

The participant will complete a Disciplinary Contact Form describing the misbehavior. A dismissal conference will be held with the Program Director, Program coordinator,

program Assistants, and parent(s)/guardian(s) at which time a recommendation for dismissal will be considered.

### **Immediate Dismissal**

The following violations will result in immediate dismissal of the participant from the program:

1. Possession of alcohol or illegal drugs, or being in the company of such items
2. Possession of candles or other items that have an open flame
3. Possession of electrical appliances (except small fans and irons)
4. Possession of firearms, weapons or explosives
5. Tampering with or misuse of fire alarm systems
6. Theft
7. Leaving campus without permission with or without someone
8. Intimate contact with other students (e.g., kissing, touching)
9. Physical altercation