Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Gr\_\_\_\_\_\_\_\_

Teacher’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Per\_\_\_\_\_\_\_

Date of Incident\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Notes:

Administrative Action:

Administrator Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific Infraction(s):

\_\_\_\_Copying from another student or knowingly allowing another to copy,

\_\_\_\_Using unauthorized materials and/or technologies,

\_\_\_\_Plagiarizing work, which is the appropriation of any work that is not original to the writer without acknowledging/citing said work as such by student and submitting said work for credit,

\_\_\_\_Knowingly obtaining, possessing, providing, using, buying, selling, or soliciting in part or whole the contents of an examination/test/quiz,

\_\_\_\_Intentionally disadvantaging other students by tainting lab results, destroying the work/project of another, erasing another person’s work/project or program, etc.,

\_\_\_\_Altering grades,

\_\_\_\_Forging,

\_\_\_\_Using online translators inappropriately.

The Assertive Discipline Record is a four year policy. Each infraction (includes all classes) will result in incremental discipline consequences.

**1st Incident** Student fails assignment, student receives 2 detentions, teacher calls parent.

**2nd Incident** Student fails assignment, student receives Saturday School;

Administrator calls parent .

**3rd Incident** Student fails assignment, student receives In-House,

Teacher may fail student for the quarter, Admin calls parent.