

Appendix 3 Sample Minor Progressive Discipline Form

Minor's Name: _____ Date _____

Incident Description:

Location of Incident:

Witnesses: _____

Offense Level: _____

	First Violation	Second Violation	Third Violation	Fourth Violation	Fifth Violation
Level I*	Verbal Notice to parent/ guardian describing the behavioral concern	Written notice to parent/ guardian describing behavioral problem	Written notice to parent/guardian describing the behavioral problem and parent/guardian conference	1-3 days out of program suspension (tuition not prorated)	Expulsion from the program without reimbursement from the program.
Level II*	Verbal and written notice to the parent/ guardian describing behavioral problem	Written notice to the parent /guardian describing the behavioral problem and parent/guardian conference	1-3 days out of program suspension	Expulsion from the program without reimbursement from the program.	
Level III*	1-3 days out of program suspension or Immediate Expulsion (tuition not prorated or reimbursed) where appropriate report to external authorities such as child protective services or law enforcement.				

Appendix 3

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All Level II and Level III violations, as well as repeated violations, will be elevated for review and determination of appropriate disciplinary action. Violation determination may escalate to immediate suspension or expulsion based on the severity of the violation. Please discuss this behavior management policy with your minors

Disciplinary Action Assigned:

Initials Team Review: _____

Ministry Leader Signature: _____ Date: _____