

{Insert Program Name} Sanction Tracking

	1 st Offense	2 nd Offense	3 rd Offense	Final Offense
Not completing homework	Remind about the importance of completing homework	Verbal reprimand and corrective action plan	Attend make-up session to complete missing homework	Discharge
Constant Disrespect to facilitators	Verbal reprimand	Report to PO, letter of apology, and additional assignment	Conference	Discharge
Having contraband	Verbal reprimand	Report to PO	Conference	Discharge
Lack of participation	Verbal reprimand	Report to PO and additional assignment	Conference	Discharge
Bullying others	Report to PO	Immediate suspension and conference	Discharge	
Not following directives	Verbal reprimand	Report to PO and additional assignment	Conference	Discharge
Negative Talk/Glorification for crime	Verbal reprimand	Report to PO and additional assignment	Conference	Discharge
Inappropriate/Lewd Comments	Verbal reprimand	Report to PO and additional assignment	Conference	Discharge
Sexual Misconduct	Immediate suspension and conference	Discharge		
Leaving the classroom/session without permission	Verbal reprimand	Report to PO	Conference	Discharge
Leaving the building or grounds	Call 911 and conference	Call 911 and discharge		
Destruction of property	Report to PO and Charges filed by on-duty officer	Report to PO, charges filed by on-duty officer, and discharge		
Defacing of property	Report to PO and Charges filed by on-duty officer	Report to PO, charges filed by on-duty officer, and discharge		
Horseplay	Verbal reprimand	Report to PO and additional assignment	Conference	Discharge
Side/cross conversations	Verbal reprimand	Report to PO and additional assignment	Conference	Discharge
Sleeping in class (includes head down)	Verbal reprimand	Report to PO and additional assignment	Conference	Discharge
Stealing	Report to PO and Charges filed by on-duty officer	Report to PO, charges filed by on-duty officer, and discharge		
Gang talk, signs, colors any gang violation	Report to PO and confiscate any paraphernalia	Conference and confiscate any paraphernalia, notify parents	Discharge	
Automatic Discharge	Physical fighting	Possession/under the influence of Drugs/alcohol	Possession of weapon	