



2025-2026 PROGRESSIVE DISCIPLINE MATRIX

Level I	Description	Consequence
Classroom disruption	Student classroom behavior that is disruptive to the classroom environment for a short period of time. Examples include making noises during classroom instruction, calling out answers, moving around the classroom without permission.	A Four Step Referral Process: Step 1: Warning Step 2: Contact Parent/Guardian Step 3a: Assign Lines to Write Step 3b: Assign Detention at Lunch or After School Step 4: Assign Cleaning Cafe during Recess Step 5: Refer to Admin via Portal moves to Level II Also, can be assigned to write apology, apologize to another party, and/or a loss of privileges. Also, can be assigned cursive or vocabulary workbook pages.
Being in an unauthorized area without permission.	Students being in unauthorized areas or during inappropriate times. For example, walking in hallways during lunch tracks or being in classrooms with no adult supervision.	
Unauthorized sites	Being on non- educational sites in the classroom (depending on area admin discretion)	
PDOA	Inappropriate physical contact between students, including, but not limited to inappropriate displays of affection or inappropriate touching. For the purpose of this rule, inappropriate physical contact does not include fighting.	
Unauthorized possession on school property and/or use of smart watches, cell phones, headphones, beats, iPods, PEDs, etc. at school.	Unless otherwise directed by school administration or school staff, the possession and use of smart watches, cell phones, or other PEDs on school property is always forbidden for all students. This includes, but is not limited to, before-school care, lunch periods, class changes, study halls, school drills, recess periods, electives periods, after-school care, clubs, and any other structured or unstructured activity that occurs while on school property. If a student is allowed to possess a cell phone or PED for medical reasons, the device must be used only for the specific medical purpose or disciplinary actions will be taken. This prohibition includes all emergency situations unless the student is directed to use a cell phone or PED by a CCA employee or other official or unless an extreme threat to the health or safety of a student arises and no CCA employee or other official is present.	1st Violation- Device confiscated, kept in front office, 250 lines to write, returned only to parent 2nd Violation - Device confiscated, kept in front office, must be picked up by guardian 1 day ISS or phone held for 5 days and assigned 500 lines to write. 3rd Violation -Device confiscated, returned to guardian after 10 days, 2 Day ISS, and assigned 750 lines to write 4th Violation - device confiscated, 1-day OSS, assigned 750 lines to write, phone held for 10 days, and loss of privileges. Returned to guardian 5th Violations and beyond - Confiscated and held for an increasing number of weeks, more days of OSS, more lines to write, lunch detentions, and loss of privileges. returned to guardian.
Unauthorized items at school	Skateboards, roller skates, Heelys, or any item that may be dangerous to the student population	1st Violation - Warning & keep item in front office for 3 days. 2nd Violation - kept in front office for 5 days, must be picked up by guardian 3rd Violation - kept in front office for 10 days, must be picked up by guardian, and ISS for a minimum of 1 day Also, can be assigned to write lines, clean cafeteria during recess, lunch detentions, after-school detentions,

		write apology, apologize to another party, and/or a loss of privileges. Also, can be assigned cursive or vocabulary workbook pages.
Selling Items at School	You are not allowed to sell any items at school unless approved by an administrator	Admin Discretion of ISS or OSS Also, can be assigned to write lines, clean cafeteria during recess, lunch detentions, after-school detentions, write apology, apologize to another party, and/or a loss of privileges. Also, can be assigned cursive or vocabulary workbook pages.
Unauthorized use of headphones at school	Student is using headphones, Air Pods, iPods, beats etc. ...bring to office with name	
Cheating	Student is cheating on academic assignments or tests, (automatic zero on test and assignments plus additional disciplinary actions)	
Insubordination	Student refuses to follow directions	
Harassment	Using language on a mobile device or a verbal conversation threatening any type of harm to another student or telling a student they will meet up with them after a threat or name calling in a text or verbal, using language or pictures that is inappropriate to make fun of another student. This includes any behavior such as pushing or shoving another student.	
Tardy to School - Late to class	Student arrives to school after the tardy bell - Student arrives to 2nd, 3rd or 4th after the tardy bell	First 3 Violations - Warnings 4th -6th Violation - Lunch Detention 7th-9th Violation - PM Detention 10th + Violation - ISS Also, can be assigned to write lines, clean cafeteria during recess, and/or a loss of privileges. Also, can be assigned cursive or vocabulary workbook pages.
Dress Code violations	All clothing must fit modestly and provide appropriate coverage and length. Shoes should be safe for the school environment. Care must be exercised to avoid distractions caused by tattoos, piercings, and unnatural hair colors and styles.	First 2 Violations - Warnings 3rd Violation - Lunch Detention and/or writing lines 4th Violation - ISS Also, can be assigned to clean cafeteria during recess, after-school detentions, and/or a loss of privileges. Also, can be assigned cursive or vocabulary workbook pages.

Level II	Description	Consequence
Classroom Disruptive Behavior (Step 4)	Behavior detrimental to learning, which includes conduct that disrupts the learning environment and insubordination. Insubordination includes but not limited to teacher instructions or refusing to work.	1-3 Days ISS Admin Discretion Also, can be assigned to write lines, clean cafeteria during recess, lunch detentions, after-school detentions, write apology, apologize to another party, and/or a loss of privileges.
Disrespect	Being disrespectful or insubordinate to school personnel or school volunteers.	
Inappropriate use of phone at school or technology/websites	Videoing other students at school, posting videos, pics etc. on social media at school, accessing websites for cheating or obtaining confidential information of faculty and students	
Inciting Disruptive Behavior	Inciting, encouraging, counseling or advising others to engage in prohibited behavior that violates the Student Handbook. A student violates this rule when he/she verbally or physically encourages others to engage in prohibited behavior, which may include oral instructions or physically showing a student how to engage in prohibited behavior.	
Skippping	Leaving school, skipping school, skipping class or lunch detention without permission.	
Verbal Disagreement	Verbal arguments between students that do not include any physical contact.	
Inflammatory Language	Using profane, vulgar, obscene, insulting or threatening language, gestures, graphics, or materials, whether spoken, written, gestured, or communicated in person or via any electronic device.	
No-Show to detention	Failing to report to detention.	
Failure to Report Dangerous Behavior	Failure to report to a teacher or administrator the knowledge of an event, device, object, or substance that could cause harm to self or others. Refusing to comply with assigned disciplinary consequences. Any act that endangers the welfare or safety of other students or staff.	

Disruptive Behavior	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others.	Also, can be assigned cursive or vocabulary workbook pages.
Possession of Nicotine product	Possessing any tobacco product or smoking paraphernalia (excluding Vapes)	
Bullying Level 1	First Offense of bullying as defined in Georgia Code Section 20-2-751.4 Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.	1st Violation 1-3 Days ISS. Admin Discretion Also, can be assigned to write lines, clean cafeteria during recess, lunch detentions, after-school detentions, write apology, apologize to another party, and/or a loss of privileges. Also, can be assigned cursive or vocabulary workbook pages.

Level III	Description	Consequence
Failure to Comply in ISS	Violating rules of the In-School Suspension program.	1st Violation: 1 Day OSS 2nd Violation: 2 Days OSS 3rd Violation: 3 Days OSS Also, can be assigned to write lines, clean cafeteria during recess, lunch detentions, after-school detentions, write apology, apologize to another party, and/or a loss of privileges. Also, can be assigned cursive or vocabulary workbook pages.
Bullying Level 2	Second Offense of bullying as defined in Georgia Code Section 20-2-751.4 Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.	2nd Violation: Out-of-School Suspension 1-10 school days. 3rd Violation: Level IV Also, can be assigned to write lines, clean cafeteria during recess, lunch detentions, after-school detentions, write apology, apologize to another party, and/or a loss of privileges. Also, can be assigned cursive or vocabulary workbook pages.

Verbal Assault on Staff or Student	Verbal assault, racial slurs, cussing teachers, including threatening violence of students, teachers, administrators, and other school personnel	1st or 2nd Violation: Out-of-School Suspension 1-10 school days. 3rd Violation: Referral to a disciplinary hearing and Out-of-School Suspension pending the hearing. Also, can be assigned to write lines, clean cafeteria during recess, lunch detentions, after-school detentions, write apology, apologize to another party, and/or a loss of privileges. Also, can be assigned cursive or vocabulary workbook pages.
Fighting	Fighting to the degree that does not constitute physical abuse/assault.	
Vandalism	Damaging or vandalizing school or personal property, regardless of whether there is a monetary loss of value. Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school. Marking, defacing, throw food on the wall/stalls or destroying school property or the property of another student	
Gang Activity	Engaging in gang-related activity that encourages, solicits, promotes, condones, causes, assists, or abets any illegal or disruptive act.	
Battery	Intentional touching or striking, slapping of another person to intentionally cause bodily harm. (Only one person caused physical harm)	
School Disruption	Causing or contributing to the disruption and interference of school operations. Examples of prohibited conduct include but are not limited to causing a fire alarm. Discharging a fire extinguisher in the absence of a fire. Participation or encouraging a food fight or videoing a fight.	
Sexual Misconduct	Sexual misconduct, including but not limited to harassment, possessing, accessing or viewing obscene or vulgar materials, indecent exposure, entry to or inviting into areas designated for the opposite sex only, sexual contact without force or with threat of force, or inviting or using an electronic or other device to forward or take inappropriate, indecent, vulgar, sexual or obscene pictures, audio, or text.	
Terroristic threats	A terroristic threat occurs when one threatens, whether spoken, written, or transmitted by an electronic device, to commit an act of violence against any person or student body, and that person or people has reason to believe they may suffer immediate harm.	
Theft	Theft including, but not limited to, attempted theft, extortion, bribery, theft by deception, and/or possession of stolen property.	Same as above PLUS 2nd Violation: Vape Educate Course 3rd Violation: Charged by Law Enforcement
Threats	Verbal assault of other students, including threatening violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972; 160-4-8-.15 Verbally abusing others, including but not limited to, threats, or intimidation, including but not limited to, harassing or taunting in person, on the internet, or other mode of electronic communication.	
Possession, use or distribution of Vape Products	Possessing, using, selling, buying, giving away, bartering, or exchanging any tobacco product or smoking paraphernalia or ionizers, vaporizers or any related paraphernalia.	Same as above PLUS 2nd Violation: Vape Educate Course 3rd Violation: Charged by Law Enforcement

Level IV	Description	Consequence
Possession, use or distribution of THC Vape Products	Possessing, using, selling, buying, giving away, bartering, or exchanging any DAB pen/cart product or smoking paraphernalia or ionizers, vaporizers or any related paraphernalia.	1st Violation: 10 days OSS/Tribunal Hearing/Vape Educate Course 2nd Violation: Charged by Law Enforcement Also, can be assigned to write lines, assigned a research paper, clean cafeteria during recess, lunch detentions, after-school detentions, write apology, apologize to another party, and/or a loss of privileges. Also, can be assigned cursive or vocabulary workbook pages.
Bullying Level 3	Third Offense of bullying: Repeated acts, as defined in the Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.	3rd Offense: Tribunal Hearing Students in grades six through eight found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative education program.

Severe School Disruption	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others; may represent a repeat action	Tribunal Hearing
Weapons	Possessing, using, selling, buying, giving away, bartering, receiving, or exchanging any firearm, dangerous weapon, explosive compound, or an object that can reasonably be considered and/or used as a weapon. Possession of a weapon, as provided for in O.C.G.A. § 16-11-127.1	
Alcohol	Possessing, using, selling, buying, giving away, bartering, receiving, or being under the influence of any alcoholic beverage whether at school or any school related activity prior to attending school or a school-related activity.	
Drugs	Possessing, using, selling, buying, giving away, bartering, receiving, or being under the influence of any drug or substance declared unlawful, any substance or chemical that is mood altering when taken, or any substance represented to be a drug or unlawful substance or admits to the use of any substances represented to be a drug prior to attending school or a school related activity; or, possessing any drug paraphernalia. Unlawful use or possession of illegal drugs or alcohol	
Counterfeit Money	Possessing, using, selling, buying, giving away, receiving, or exchanging any counterfeit money.	
Assault	Physical abuse, inappropriate physical contact, or actions toward students or staff.	
Combination of Offenses	Accumulation of six (6) Section 2 offenses. Accumulation of two (2) Section 3 offenses. Or A combination of six (6) level II and Level III offenses. Willful and persistent violation of student codes of conduct	
Off-Campus Felony	Charged with a felony on or off-campus. Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.	
<i>Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.</i>		

Please understand that this list is not all inclusive and depending on the circumstances surrounding the violation, school administrators reserve the right to deviate from the progressive discipline policy. For example, a student may be assigned In-School Suspension for up to five (5) days or assigned Out-of-School Suspension for up to five (5) days for any Level I or II offense regardless of the number of previous violations, if the violation warrants deviation from the progressive discipline policy. It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled depending on the severity of action(s).

Additionally, administrators may assign any or a combination of the following in addition to or in lieu of other disciplinary measures (number of days, pages, and amount of work TBD depending on severity and number of times for the same offense):

- **write apology letter**
- **apologize to another party**
- **write lines**
- **copying definitions**
- **lunch detention**
- **clean the cafeteria during recess**
- **silent walking track instead of recess**
- **after-school detention**
- **loss of privileges (examples: lose mini-market access, can't participate in parties or dress down days, can't purchase concessions/ice cream/other treats, can't attend dance, can't participate in field day or colt challenge day, can't attend school evening or weekend events, etc.)**
- **cursive workbook pages**
- **vocabulary workbook pages**
- **complete a research paper**