

# CARDINAL CODE VIOLATION SHEET PROCEDURE

## (PBIS)

1. Student signs the “**Cardinal Code Violation**” sheet in the classroom if they:
  - a. Do not bring one or more of the following to class: **textbook, agenda, pencil, subject papers/folders, AR book, PE uniform**. This would indicate that the student is UNPREPARED for class.
  - b. Are disrespectful to any classmate or adult in anyway. This would indicate that the student is not respectful of “Everyone”, “Education”, or the “Environment”.
2. **Upon the 4<sup>th</sup> Offense, the student will receive a MINOR.**
3. The teacher will fill out a Minor Notification form. The WHITE copy will be placed in the student’s PBIS file. The YELLOW copy is given to the student. The PINK copy is given to administration for the purpose of PBIS computer documentation.
4. The teacher will complete the quarterly MINOR FORM located in the student’s PBIS file.

Note: Students start “fresh” each quarter- they begin with zero MINORS.