

CNA Discipline Procedure

1. Removal from class
 - High School students will sit in the study carrels in the main office, adults will be asked to leave
 - Instructor will complete a referral form and email it to Pat or Michelle
2. Student must make an appointment with either Michelle (High School student) or Pat (adult student) if they wish to return to class
3. Michelle or Pat will have a conversation with the student about classroom behavior and workplace expectations. They will also complete a Workplace Expectations Checklist.