



# **APPRENTICE ACADEMY**

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HIGH SCHOOL OF NORTH CAROLINA

Student Code of Conduct

2022-2023

## **Student Discipline**

### **Expected Behavioral Norms**

Apprentice Academy is a kind, supportive, and respectful school community whose members treat each other civilly and with respect at all times. Apprentice Academy students are expected to abide by the school's core system of values in everything they do.

- **Reliability** - You can count on me.
- **Integrity** - I can be trusted to do what I say I'm going to do.
- **Commitment** - I am all in and I will not quit.
- **Excellence** - I strive to be the best in all that I do.

### **Honor Code**

The Apprentice Academy student honor code embodies a spirit of mutual trust where community members can count on each other to do what is right at all times. It is the school's desire that the spirit of the Red Wolf Honor Code be a guiding force in the lives of each student.

- I will not lie.
- I will not cheat.
- I will not plagiarize
- I will not steal.
- I will safeguard all school equipment and technology that is assigned to me.
- I will do my part to keep the Apprentice Academy school building clean and free from vandalism.
- There is no such word as "snitch" at Apprentice Academy. It is my duty to report the student who violates our honor code and I will.

### **Restorative Practices and Student Discipline Policy, Rules and Procedures**

Apprentice Academy uses the guiding principles of Restorative Justice Practices when addressing student discipline. The following information is provided by Triad Restorative Justice:

"What are the foundational principles of Restorative Justice?"

First and foremost, the value of respect is the foundational value of restorative justice. Respect guides how the stakeholders are involved in the process and how the stakeholders interact with each other. Respect permeates all the principles, models and steps of restorative justice practices. The importance of relationships and our interconnectedness with each other are also vital values that underlie the principles of restorative justice.

Howard Zehr identifies three pillars of restorative justice in *The Little Book of Restorative Justice*:

Restorative justice focuses on harms and needs – the needs of the victim, but also the needs of the offender and the community

Wrongs or harms result in obligations – the offender needs to take responsibility for the harm caused and take actions to make things right as much as possible

Restorative justice promotes engagement or participation – the principle stakeholders (victim, offender and community) have significant roles in the process

Throughout all the restorative processes, the value of Respect for everyone is first and foremost."

When any student is referred by any staff member for violation of school rules the following Restorative Plan will be followed:

1. Restorative measure represents a philosophy and a process that acknowledges that when a person does harm, it affects the persons they hurt, the community and themselves. When using restorative measures, an attempt is made to repair the harm caused by one person to another and

to the community so that order is restored for everyone. By applying restorative measures in schools, school personnel have another tool to use with youth to repair harm and teach problem solving skills.

2. Restorative practices guide teachers to teach students self-control through an understanding of personal needs, the use of problem-solving skills and an expectation that youth and adults can make amends – restitution – for the harm that they cause.

3. An offending student is given the opportunity to participate in a restorative process as a means of making things right for victims and the school community. Restorative approaches can be used either in place of traditional discipline (detention, suspension, expulsion...) or as a re-entry tool upon re-entry from traditional discipline practices.

Restorative practices include:

Peace making circles – group of individuals address issues in school.

Restorative meetings – wrongdoing occurs; classroom discusses impact on fellow students and school community.

Conferencing – conversation among people affected by behavior to explore the harm and how individuals were affected and how to repair the harm with a plan.

**Restorative Practices are proactive, rather than reactive measures, however, Apprentice Academy discipline policy, procedures and expectations are outlined below.**

Apprentice Academy Student Code of Conduct consists of three Tiers of misbehavior and consequences. Each Tier has an increasing level of intervention designed to assist a student to develop the self-discipline skills that are necessary for responsible student conduct as well as for future functioning in the adult work place. Distinguishing between Major and Minor Infractions - Often the degree of misbehavior determines whether an infraction should be considered Minor or Major, for example:

### **Classroom Disruption Examples**

- Minor: behavior causes a temporary interruption in class or activity and student responds to redirection after correction for having his or cell phone out without permission, out of seat behavior, off task conversation, eating or drinking, making noise with materials.
- Major: behavior that causes a sustained or repeated interruption in class or activity and the

student does not respond to redirection for having his or her cell phone out without permission, sustained or repeated loud talking, arguing, yelling, or repeated out of seat behavior.

### **Disrespect Examples**

- Minor: rolling eyes or sucking teeth while complying with teacher's request
- Major: walking away from teacher or staff member or ignoring him or her while being corrected. Yelling, using profanity or name-calling in response to being corrected.

### **Inappropriate Language**

- Minor: cursing or another rude message not directed toward a staff member or other another student.
- Major: student delivers a message (spoken, written, or gesture) to another person designed to bully, insult, threaten, or intimidate.

### **Physical Contact**

- Minor: tripping, shoving or "horse-play" without intent to harm.
- Major: fighting, hitting, inappropriate grabbing of body parts or shoving with intent to harm.

### **Apprentice Academy uses a three-tiered system to help guide school administration's major-minor decision-making process described above.**

**Tier 1** employs school-wide restorative justice practices that are meant to reduce, prevent, and improve harmful behavior through modeling and instruction. Tier 1 practice is classroom-based where students and teachers are building relationships. Research shows that positive student-teacher relationships are the primary means of preventing disciplinary issues. Teachers are expected to build relationships by considering, “how do I interact with my students, what am I doing to make sure students feel welcome, and what is the process for resolving conflict or disagreement in the classroom? “

**Tier 2** issues are those where students display behaviors that cannot be resolved by the classroom teacher alone, so the teacher needs assistance. Assistance may be provided by the parent, counselors, other teachers, and/or school administration. Actions at this level include conferencing and mediation, as well as formal processes for restoration of relationships to repair harm caused by the incident and to prevent future incidents. Actions at this level could include appropriate disciplinary action such as an out of school suspension.

**Tier 3** behavioral issues require individualized interventions and support services that are likely to be long-term and ongoing for a small percentage of the school's population who present significant and chronic behavioral challenges that cannot be resolved using Tier 1 or Tier 2. Some incidents, depending on severity, may rise immediately to a Tier 3 incident that can range from a short-term out of school suspension up to, and including exclusion or expulsion from Apprentice Academy.

Examples of Tier 1, 2 and 3 behaviors include, but are NOT limited to:

<b>TIER ONE EXAMPLE BEHAVIORS</b> <b>Offenses which are considered less serious or harmful to others</b>	<b>Description</b>	<b>Consequence</b>
<ul style="list-style-type: none"> <li>● habitually tardy and/or absent</li> <li>● misuse of equipment or supplies</li> <li>● disrespect towards peers or adults</li> <li>● noncompliance with requests by staff or faculty,</li> <li>● not meeting classroom expectations</li> <li>● academic dishonesty</li> </ul>	Reporting late (within the first 10 minutes) to class or any other activity without permission.	Assign consequences appropriate for the type and number of infractions that may include meeting with counseling staff.

<b>TIER TWO EXAMPLE BEHAVIORS</b> <b>Offenses which may seriously disrupt the learning environment</b>	<b>Description</b>	<b>Consequence</b>
<ul style="list-style-type: none"> <li>● any repetition of Tier 1 offenses</li> <li>● Unauthorized use of technology/electronic devices that are prohibited on campus</li> <li>● inappropriate language and profanity</li> <li>● disrupting learning environment</li> <li>● lying/cheating</li> <li>● being out of place</li> <li>● violation of Acceptable Use Policy</li> <li>● inappropriate displays of affection</li> <li>● property damage (repairable at minor expense or repair)</li> <li>● leaving school or failing to attend class without permission</li> </ul>	Use of (as seen or heard by a school official) any electronic device prohibited by school policy, including, but not limited to, cell phones, MP3 players or iPods, headphones, cameras, tablets, laptops, or book readers, etc. in prohibited areas or times without explicit permission of a school official	First offense, student receives a verbal warning. Second offense, parent contact. Three or more offenses the conduct is considered chronic and is subject to elevated consequences up to and including out of school suspensions and permanent cell phone ban.
<b>TIER THREE EXAMPLE BEHAVIORS</b> <b>Serious offenses which may involve law enforcement intervention and may also result in arrest of student</b>	<b>Description</b>	<b>Consequences</b>

<ul style="list-style-type: none"> <li>● repeated or serious Tier 1 or 2 offenses, including not responding to interventions on Tier 1 and 2</li> <li>● physical aggression – assault, making threats, instigating or inciting a fight, or affray</li> <li>● theft, or damage to personal or school property (irreparable or repairable/replaceable at significant expense to school and/or family)</li> <li>● non-compliance with a teacher’s or staff member’s directive to go to the office because of the student’s unacceptable behavior</li> <li>● possession, use and/or distribution of drugs/alcohol</li> <li>● gambling</li> <li>● causing, creating, or helping to cause or create a fire alarm, bomb threat, or similar emergency action</li> <li>● Starting or attempting to start a fire of any kind or use of flammable materials to start a fire</li> <li>● drug paraphernalia possession</li> </ul>	<p>The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, purchase, or being under the influence of any drug, narcotic, synthetic drug, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles.</p>	<p>Long Term Suspension or exclusion.</p> <p>In the case of an exclusion, a student is excluded from Apprentice Academy but may immediately enroll in another educational setting (after any suspension is complete).</p>
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<ul style="list-style-type: none"> <li>● vandalism</li> <li>● harassing or bullying (threatening or endangering the emotional, physical or mental health of others)</li> <li>● Chronic unauthorized use of a cell phone or other electronic device</li> </ul>		
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Expectations for students during the school day also apply to all extracurricular and athletic events, both on and off campus.

Some more serious offenses may result in immediate long-term suspension or exclusion such as those offenses outlined by General Statute 115C-39. Chronic disruptive behaviors, defined as three or more offenses that lead to short term suspensions may also result in a long term suspension, exclusion or expulsion. Students who are placed under long-term suspension, exclusion, or expulsion may appeal to the Board of Directors. **All decisions of the Board of Directors are final but may be appealed if such appeal is as set forth in North Carolina General Statutes.**

### **General Apprentice Academy High School Behavioral Expectations**

- Students must transition to their classes on time and remain in their assigned classroom. for the duration of the period unless they are given permission to leave by their teacher. Students who are not on the roster of a given class, are not permitted to enter the classroom. Teachers will be at the door facilitating transitions, if you need to ask a question.
- No cell phones or other electronic devices are allowed in classes without permission of the teacher. When you enter your classroom, your cell phone must be stored in your book bag, or on your per person out of site, or given to the teacher for the remainder of the period (the school is not responsible for lost, stolen or damaged phones). First offense, student receives a verbal warning and call home by teacher. Second offense, parent contact by administration. Three or more offenses are considered chronic and is subject to elevated consequences up to, and including out of school suspensions and a cell phone ban for the remainder of the semester in which the violation occurred. Students are permitted to use their electronic devices during transitions and lunch or when directed by the teacher as a part of instruction.
- Snacks and liquids are not permitted anywhere close to school issued Chromebooks or other technology.
- Students should use the bathroom during transitions. Student are not permitted to use the bathroom the first, or last ten minutes of a given class. Students must have a pass at all times while in the hallway except when transitioning from class to class.
- Students shall observe modes of dress and standards of personal grooming that are in conformity with an educational/job environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, (a) no excessive or inappropriate areas of skin exposed, (b) no undergarments may be exposed, (c) no apparel or grooming which present a safety concern, (d) no apparel displaying messages that are gang-related, (e) no sexually explicit apparel, (f) no vulgar apparel, (g) no apparel that promotes violence, (h)

no apparel that promotes drugs sex, or alcohol, (i) no apparel advocating illegal activities, (j) no jeans torn above the knee, (k) no visible undergarments, or (k) no clothing or personal grooming that disrupts the educational environment is permitted.

**Questions regarding student dress shall be directed to administration and all decisions are final.**

- **Tobacco Products.** Apprentice Academy considers “tobacco products” to include cigarettes, cigars, “blunts,” pipes, chewing tobacco, snuff, e-cigarettes, Juules, vaporizers, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, vaping, chewing, dipping, or any other use of tobacco products. “Tobacco-free campus” refers to any building, facility, grounds, property, owned by Apprentice Academy as well as any spaces where school-sponsored or activities are held, whether on or off campus. Students interested in quitting smoking are encouraged to visit the NC Quitline: <http://www.quitlinenc.com/tobacco-users/just-for-you/teens>.
- **Bullying.** Students shall respect other students, visitors, school employees, and other persons by utilizing appropriate language and behavior at all times. Any action which is abusive, harassing, profane, obscene, bullying, intimidating, seriously disrespectful or which demeans or degrades another person based on characteristics including but not limited to, his/her race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/ expression, socioeconomic status, height, weight, physical characteristics, marital status, parental status, or disability is specifically prohibited. Students who believe they have been subjected to bullying, harassment, or discrimination should inform a teacher, counselor, or school administrator. Students who have been found to have participated in bullying, including online or on social media, will be subject to disciplinary actions that can range from counseling to exclusion dependent on the seriousness of a single bullying incident or repeated bullying in accordance with this handbook and NC statute 115C-407.15.
- **Student Participation in Secret Organizations and Gangs.** Apprentice Academy prohibits membership in secret fraternities, sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the school or law enforcement. Apprentice Academy feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. These organizations are composed wholly or in part of students of Apprentice Academy who seek to perpetuate themselves by taking in additional members from the students enrolled in Apprentice Academy on the basis of the decision of their membership, rather than upon the free choice of any student qualified by the rules of the school to fill the special aims of the organization. Students are prohibited from pledging, joining, participating in any way, or soliciting any other person to join any fraternity, sorority, secret society or gang. For the purpose of this Code, "gang" is defined as a group of two or more people who form an allegiance for a common purpose and, collectively or individually, engage in violent, unlawful or criminal activity. No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things considered evidence of membership or affiliation in any gang. No student shall commit any act or



omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.

- **Disruption of Classes or Lawful Assembly.** No student or group of students shall willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of Apprentice Academy. No student shall disrupt the classroom. Class disruption is any behavior that violates the rules of a particular classroom or interferes with the teacher's ability to present material or the other students' ability to concentrate on the material or their assignments.

### **SPECIAL PROVISIONS: Interrogations, Searches and Electronic Surveillance**

- **Individualized Searches.** Where school administration has a reasonable suspicion that a student's clothing, possessions, backpacks, vehicle, electronic devices, etc. contains materials which pose a threat to the health, welfare, and safety of students, faculty, administration, visitors and /or school property, any student and any student's vehicle may be searched without proper warning or permission. An example of reasonable suspicion: A teacher suspects a student may be in possession of an illegal substance and notifies school administration. If these certain circumstances arise, the student and ANY and ALL contents of the person or vehicle may be subject to search, including but not limited to items such as coats, book bags, purses, containers or any other object where the contents may be kept. Any contraband or unauthorized items or materials discovered will be seized and may be the subject of disciplinary action and/or criminal charges.

**Note. School administration does not require the permission of parents or guardians to conduct a search. The principal or his/her designee should call the parent/guardian after completion of the search**

- **General Searches.** It is the policy of Apprentice Academy to conduct, in certain circumstances, periodic searches of persons and property. School authorities may randomly search classrooms and seize any illegal or unauthorized items or materials, including but not limited to, weapons, knives, firearms, ammunition, firecrackers, smoke bombs, or any other incendiary or explosive device; tobacco products, "look-a-likes" and paraphernalia; drugs or controlled substances, drug use paraphernalia, or "look-alikes" in any form; obscene materials; stolen property; any other poisonous or harmful material or item. Searches may include, but are not limited to, the utilization of a certified police drug detection dog, or any other device deemed useful in the protection of the health, safety, and welfare of the school population. Before School Administrative personnel open a personal student belonging, a student shall be notified and given an opportunity to be present, but not to stop the search. Any and all belongings may be searched and any contents therein can be seized given reasonable suspicion (ex. the drug stops at the student's area or belongings). Any contraband or unauthorized items or materials discovered can be seized and may be the subject of disciplinary action and/or criminal charges.
- School administration is authorized to randomly request law enforcement canines for the purpose of sniffing out contraband on school-owned property and student automobiles parked on school property. Any searches by law enforcement will have the principal or his/her designee present and shall notify the parent/guardian of the search.

- If any contraband including weapons are found, the student is subject to appropriate disciplinary action, including suspension, exclusion, expulsion and criminal charges.
- Electronic surveillance is used to monitor student behavior and school owned property and buses. Student behavior recorded on electronic surveillance equipment is subject to all provisions of the student code of conduct. Parents are NOT entitled to see videos that include others because of student confidentiality.
- When considering disciplinary actions for students with special needs, the principal will review and consider, with the assistance and support of the IEP team, any accommodations made as a result of the student's IEP or 504 statuses and whether the behaviors are a manifestation of the student's disability. If student behaviors are deemed to be a manifestation of the student's disability, the student will receive a Functional Behavioral Analysis (FBA) and the IEP team may write a BIP (Behavior Intervention Plan) that will focus on the inappropriate behaviors in order to help the student be more successful in the school setting.

### **Description of Behavioral Consequences**

The following is a list of possible consequences given to students for misbehavior that may be used.

#### **Verbal Warning**

If a student is exhibiting a relatively minor behavioral infraction, the staff at their professional discretion, may give the child verbal warnings that their behavior is inappropriate, and the warning may be documented by that staff member for future reference.

#### **Written Warning**

If the behavior was a minor infraction and/or was the first or second occurrence, the student may receive a written warning to let the student know that if similar inappropriate behavior continues there will be similar and more significant consequences in the future. This written notice will be sent home through email form to inform parents to make them aware of the issue.

#### **Counseling Interventions**

In accordance with the school's Restorative Practices, the RP Coordinator will be the first line of counseling intervention where feasible (Tier 1 & Tier 2 infractions).

#### **Removal of Students from Class**

On occasion, a student's behavior may require that he or she be removed from a class to ensure either the academic growth of other students or the safety of everyone involved. Should a situation arise that a student requires removal from class, the student may be issued a cooling-off period to reflect and regroup with the RP Coordinator or counseling office until they regain both self-control and a cooperative attitude before returning to class. If necessary, the student may meet with a member of the Restorative Practices (RP) team to discuss the concern and ways of remedying the situation. If necessary, the principal (or designee) may meet with others involved or uninvolved students and/or the teacher(s) to identify ways to rectify the situation, towards

allowing the student to return to class. Parents will receive notification by either a telephone call or an email if a child is removed from class.

### **Out of School Suspension**

An Out-of-School (OSS) short term suspension is the exclusion for less than 10 school days of a student from school attendance for disciplinary purposes. Short term suspensions may not be appealed to the Board of Directors. When suspended, a student is not allowed on school property, and if seen on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school related activities. Out-of-school suspensions will be considered unexcused absences, and the student will be required to make up on their own time all work from time missed. When returning, students will meet with the RP team prior to integrating back into the normal school schedule. OSS has a defined beginning and ending date.

**Note: If the offense is due to physical violence, breach of criminal or civil law, or the student's continued presence constitute a threat to school safety, the student must be picked up immediately.** In this case the OSS will take effect immediately if the student is picked up prior to period 3. Otherwise, OSS takes effect the next school day. In the event of athletic practices or competitions, the student may not participate in athletic or extra school activities while on OSS.

### **Long Term Suspension**

A long-term suspension (LTS) is the exclusion for more than 10 school days of a student from school attendance for disciplinary purposes and may be appealed to the Board of Directors. When suspended, a student is not allowed on school property, and if seen on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school related activities. Out-of-school suspensions will be considered unexcused absences, and the student will be required to make up on their own time all work from time missed. When returning, students will meet with the RP team prior to integrating back into the normal school schedule. LTS has a defined beginning and ending date.

**Note: If the offense is due to physical violence, breach of criminal or civil law, or the student's continued presence constitute a threat to school safety, the student must be picked up immediately.** In this case, the OSS will take effect immediately if the student is picked up prior to period 3. Otherwise, OSS takes effect the next school day. In the event of athletic practices or competitions, the student may not participate in athletic or extra school activities while on OSS.

### **Exclusion**

Exclusion is the permanent withdrawal of a student from school enrollment, school activities and school grounds for disciplinary purposes.. A charter school student who has been excluded may return to his local educational agency pursuant to North Carolina law. Students considered for exclusion are entitled to hearing before the Apprentice Academy Board of Directors per state statute.

### **Expulsion**

Expulsion is the permanent termination of the student-school relationship. This applies only to students 14 years of age or older whose continued presence constitutes a clear threat to the safety of other students or school staff. Students considered for exclusion are entitled to hearing before the Apprentice Academy Board of Directors per state statute.

## **Due Process**

Disciplinary referrals needing administrative intervention will require student due process to be completed by the principal or designee. Due process is an internal investigation that includes the student's comments regarding his or her misbehavior. It will also include the comments of the injured party along with any witness statements. The principal or designee will consider all the statements, video footage (if any) and recommendations of the RP team (if any) to make his or her decision.

## **Discipline of Students with Disabilities**

The obligation and the responsibility to attend school regularly and to comply with Apprentice Academy's discipline policies apply to all students. When appropriate, the principal or designee may discipline a student with a disability who has not complied with the Apprentice Academy's discipline policies. Exceptional Children's education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

## **Appeal Process Foundation**

Every effort is taken to ensure students are treated equitably and fairly when investigating a behavioral concern and applying consequences. However, should a parent/guardian feel that such issuance is unwarranted; they may use the following procedure to appeal.

## **Requesting an Appeal**

**Note: Short term suspensions (1 to 10 days) may not be appealed. Long term suspensions (more than 10 days) , exclusions and expulsions may be appealed to the Board of Directors.**

During the appeal process, the consequences the student received will stand and must be met by the student while any final decision is pending. If the student was suspended, he or she must also honor the terms of the suspension including accompanying consequences until any appeal decisions have been exhausted.

## **Requesting an Appeal**

For long term suspensions, exclusions and expulsions, the school will notify the parent/guardian of their rights to appeal and rights during that appeal process in detail within 3 school days of the incident giving rise to such consequence. If a parent/guardian wishes to request an appeal for a disciplinary consequence, the parent or guardian may make a written appeal via email to the Chair of the Board of Directors within **two school days** of being notified of the incident or in accordance with the time set forth in the school's communications to the parent/guardian. The parent/guardian may appear before the Board. Parent/guardians must notify the Board at least two days in advance of the hearing if they are bringing an advocate to the meeting and the advocate's role, ex legal representation. All Board decisions are final but may be appeal if set forth in North Carolina General Statutes.

During the appeal process, the consequences the student was issued will stand and must be met by the student while any final decision is pending. If the student was suspended, he or she must also honor the terms of the suspension including accompanying consequences until any appeal decisions have been exhausted. If the appeal is successful, all record of the consequence will be expunged and the student will be excused from any missed work during that time and the unexcused absence will be converted to excused absence.

## **Student Conduct on Buses**

The safety of students during their transportation to and from school as well as any other school or athletic activity is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, students are subject to all school rules and potential consequences while utilizing school transportation. Additionally, suspension of transportation privileges is another possible consequence for misbehavior during transportation. Like out of school suspensions, short term bus suspensions of 10 days or less cannot be appealed. Bus suspensions of more than 10 days may be appealed to the Board. All board decisions are final.

## **VIOLATIONS OF SCHOOL POLICY NOT SPECIFICALLY ADDRESSED**

This handbook is not intended to be all inclusive. The administration of Apprentice Academy's primary responsibility is to provide a safe and orderly learning environment. Students are subject to disciplinary action for any disruptive behavior which detracts from the safe and orderly learning environment **even if not specifically mentioned or addressed in this document.** School administration is not limited by the behavioral examples listed in the tiered descriptions. The administration reserves the right to modify or amend the policies contained herein as it deems appropriate to fulfill its responsibility with consequences that could lead up to and include LTS or exclusion.

## **Effective Date**

Revised and effective 8/8/2022