

Student's Name: _____

Minor Infraction Examples: excessive talking, teasing others, innapropriate language, dress code violation, minor class disruptions, off-task

Please read each step to determine the type of parent contact required (**all require parent contact**). Teachers are responsible for making contact regarding steps 1-6. Once a student reaches step 7 on this level, complete a referral to the grade level administrator. When referring a student to the counselor or administrator, add written statements and send a copy of the student's behavior and parental contact logs. **Please date all entries.**

Step 1 - Warning	Step 2 - Written Warning - conference with student - documented parent contact (phone, email, or mail)	Step 3 - Lunch Detention - documented parent contact (phone, email, or mail)	Step 4 - Teacher Detention - documented parent conference (phone or person) - Counselor Referral	Step 5 - Teacher Detention - documented parent conference (phone or person)	Step 6 - 2 Days Teacher Detention - documented parent conference (phone or person) - Initiate TSP
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Moderate Infraction Examples: Disrespect Toward Teachers, Moderate Disruptive Behavior, Defiance, Out of Bounds, Profanity, Verbal Altercation

Please read each step to determine the type of parent contact required (**all require parent contact**). Teachers are responsible for making contact regarding steps 1-3. Once a student reaches step 4 on this level, complete a referral to the grade level administrator. When referring a student to the counselor or administrator, add written statements and send a copy of the student's behavior and parental contact logs. **Please date all entries.**

Step 1- 1 Lunch Detention documented parent contact (email, phone, or mail)	Step 2 - Teacher Detention - documented parent conference (phone or person)	Step 3 - Teacher Detention - documented parent conference (phone or person) - Counselor Referral	Step 4 - Office Referral Initiate TSP	Step 5 - Office Referral	Step 6 - Office Referral
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Major Infraction Examples: Fighting, Vandalism, Leaving Campus, Bullying, Harrassment, Making Threats, Possession of Tobacco or Alcohol

All Require an Office Referral - Please make sure referrals are specific not vague. All students need written statements. **Please date all entries.**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Referral to Counselor	Initiate TSP				

Parent Call Log: (Date/Discussion) - You can document on a separate sheet of paper or on back of each student's log.

Unexcused Tardies Dates																				
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Tardies - 3- Phone conference with parent(s)

Tardies - 5- Phone conference with parent(s) & teacher detention

Tardies - 8 - Phone conference with parent(s) & after-school detention

Tardies - 10 - Referral to grade level administrator