STUDENT DISCIPLINE REPORT FORMS

STUDENT DISCIPLINE REPORT

Student's Name ___________________________ Date __________________

Parent's Name ________________________________________________

Address ________________________________________________________ Telephone __________

Statement of Problem: _____________________________________________

_________________________________________________________________

_________________________________________________________________

Student's Statement: _____________________________________________

_________________________________________________________________

_________________________________________________________________

Decision or Action: ________________________________________________

_________________________________________________________________

_________________________________________________________________

Student's Signature ____________________ Teacher's Signature ___________

Principal's Signature ____________________________________________

Adoption Date: ___________________________ Revision Date(s): 10/16/97
STUDENT DISCIPLINE REPORT FORMS (Cont.)

CORRECTIVE ACTION FORM

Those present (indicate with X)

____ Parent     ____ Teacher     ____ Student     ____ Principal     ____ Conference     ____ Hearing

Student's Name ___________________________________________ Date __________________

Parent's Name ____________________________________________

Address __________________________ Telephone ______________

Problem:
________________________________________________________________________________________________________________________________________________________________________

Previous Decision: __________________________________________
________________________________________________________________________________________________________________________________________________________________________

Parent or Student Request: ___________________________________
________________________________________________________________________________________________________________________________________________________________________

Statements:
________________________________________________________________________________________________________________________________________________________________________

Decision or Action: _________________________________________
________________________________________________________________________________________________________________________________________________________________________

Request Appeal to Superintendent or Hearing Committee (3) __________________

Parent's Signature ________ Teacher's Signature ________ Principal's Signature ______
or Student's Signature

Adoption Date: ____________________________________________
Revision Date(s): 10/16/97
Page 2 of 6
STUDENT DISCIPLINE REPORT FORMS (Cont.)

EARLY CHILDHOOD CENTER BEHAVIOR REPORT

Student ___________________ Reporting Teacher ___________________ Grade _______

Please visit with your child about the following behavior

Date ______________________

Disturbing Class _______ Not Following Directions _______
Fighting, Hitting, Or Kicking _______ Not Getting Work Finished _______
Being Rude & Unkind _______ Using Rude or Vulgar Language _______
Talking Back _______ Other ____________________________
Excessive Talking in Class _______ ____________________________
Not Staying on Task _______ ____________________________

Action Taken by Teacher

Name on Board and/or Check Marks _______
Time Out at Recess _______
Sent to Principal _______

Action Taken by Principal: ____________________________

Principal’s Signature ____________________________ Witness ____________________________

Please sign and return. If you need to talk with us about the above incident, we will be pleased to visit with you.

Principal ____________________________
## STUDENT DISCIPLINE REPORT FORMS (Cont.)

### ELEMENTARY SCHOOL INCIDENT REPORT

<table>
<thead>
<tr>
<th>Student</th>
<th>Grade</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Reporting Teacher</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Incident</th>
<th>Location</th>
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**Details:**

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**Action Taken by Teacher:**

<table>
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<tr>
<th>Action Taken by Teacher</th>
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**Action Taken by Principal:**

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<tr>
<th>Action Taken by Principal</th>
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**Teacher’s Signature**

<table>
<thead>
<tr>
<th>Teacher’s Signature</th>
<th>Witness</th>
</tr>
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<tbody>
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</table>

If you need to talk with us about the above incident, we will be pleased to visit with you.

**Principal/Assistant Principal**

<table>
<thead>
<tr>
<th>Principal/Assistant Principal</th>
<th>Phone</th>
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</table>

Adoption Date: 

Revision Date(s): 10/16/97
STUDENT DISCIPLINE REPORT FORMS (Cont.)

ELEMENTARY SCHOOL
DISCIPLINE REPORT

This form is to be used when the teacher feels that an individual record of a punishment may be necessary. A copy of this form **will** be placed in the student's individual folder. The form **must** be signed by the building principal before being filed in the student's folder.

Student's Name ___________________________ Date __________________

Student's Grade _______ Teacher ___________________________

Problem for which student is being disciplined is ____________________________________________________________

__________________________________________________________

Has the rule been explained to the student prior to infraction? _______________________________________________

Has the student had prior warnings? ___________________________ Number ___________________________

Was the student given opportunity to explain his/her side? ___________________________________________________

Person or persons who witnessed the infraction and reported to the teacher: _________________________________

__________________________________________________________

Are discipline rules posted in the room? _________________________________________________________________

Type of corrective action taken: ________________________________

Comments: _________________________________________________

__________________________________________________________

_________________________ ___________________________ ___________________________
Teacher Administering    Witness              Administrator
STUDENT DISCIPLINE REPORT FORMS (Cont.)

Upper Elementary SCHOOL/HIGH SCHOOL DISCIPLINE REPORT

Student's Name ___________________________ Class or Grade ___________________________

Date of Incident ___________________________ Date ___________________________

Time ___________________________ Teacher ___________________________

PARENT OR GUARDIAN NOTIFICATION

The following Report is to notify the parent or guardian that the above student is charged with an infraction of discipline. Please feel free to request additional information as to the incident or the corrective action taken.

<table>
<thead>
<tr>
<th>INFRACTION</th>
<th>ACTION TAKEN</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Not reporting after school as directed</td>
<td>___ Student's record examined</td>
<td>___ Infraction filed</td>
</tr>
<tr>
<td>___ Unauthorized absence from class</td>
<td>___ Parental conference</td>
<td>___ Reimbursement for damage allowed</td>
</tr>
<tr>
<td>___ No textbook or class materials</td>
<td>___ Student conference arranged</td>
<td>___ Warning issued</td>
</tr>
<tr>
<td>___ Chronic class tardiness</td>
<td>___ Student verbally corrected</td>
<td>___ Indefinite suspension</td>
</tr>
<tr>
<td>___ Prone to mischief</td>
<td>___ Detained after class or after school</td>
<td>___ Assigned after-school time to be made up</td>
</tr>
<tr>
<td>___ Disturbing class/other students</td>
<td>___ Guidance Counselor referral</td>
<td>___ Suspended for ___ days</td>
</tr>
<tr>
<td>___ Damaged school property</td>
<td>___ Assigned different seat</td>
<td>___ Assigned Probationary Status</td>
</tr>
<tr>
<td>___ Disrespectful or discourteous</td>
<td>___ Parental conference arranged</td>
<td>___ Referred to ________________</td>
</tr>
<tr>
<td>___ Antagonistic towards class routine</td>
<td>___ Assigned to new class</td>
<td>___ ______________________________</td>
</tr>
</tbody>
</table>

COMMENTS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Authorized Signature __________________________________ Title ______________

Adoption Date: ___________________________ Revision Date(s): 10/16/97