Student Name: Teacher: \_\_\_\_\_\_ Nine Weeks

| Step  | Date | Offense  | Parent/Guardian Contact: Date Contacted, and who you spoke to? | Action / Consequence | Comments about infraction: Provide additional information about discipline incident | Added to Educator Handbook |
| --- | --- | --- | --- | --- | --- | --- |
| Step 1  |  |  |  |  |  | Yes No |
| Step 2 |  |  |  |  | .  | Yes No |
| Step3  |  |  |  |  |  | Yes No |
| Step 4: Office Referral  |  |  |  |  |  | Yes No |

* Consequences for in-class discipline: verbal warning, silent lunch, walking at recess, timeout, Cardinal Club Strike
* Other ideas: behavior contract, visual cues / tallies, calm down time/spots, sensory breaks, use of timer, time in another teacher’s room
* Parent contacts:: Note in agenda (signed by both parties) / Phone call / Conference…Document all contacts.(Not Remind)