

SEVIER MIDDLE SCHOOL PROGRESSIVE CLASSROOM DISCIPLINE PLAN

Student Name:		Teacher :	
Student Counselor:	<input type="checkbox"/> Crisman <input type="checkbox"/> Storm <input type="checkbox"/> Long	Student Administrator: Grade:	<input type="checkbox"/> Dailey <input type="checkbox"/> Falls <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th
Directions: Please complete this discipline log as a student progresses through the five steps. Once a student is at step five, sign the form and submit it to the administrator processing the IMS referral.			

STEP ONE: Warning

Description – Usually a verbal warning to stop disruptive behaviors. Teacher may implement a classroom consequence for warnings given. Teacher **may** give up to three documented warnings.

Date:		Incident:	
Date:		Incident:	
Date:		Incident:	(Optional)

STEP TWO: Parent Contact

Description – Make initial contact by phone. Document the contact below, briefly document what information was shared with the parent and the parent's response. May do a second contact if appropriate.

Date:		Contact Number:		Contact Name:	
Contact Notes:					

Date:		Contact Number:		Contact Name:	
Contact Notes:					

STEP THREE: Lunch Detention

Description – Document date and infraction. Limit of **two** lunch detentions per teacher.

Date of Detention:		Incident Description:	Served: <input type="radio"/> Yes <input type="radio"/> No
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Date of Detention:		Incident Description:	Served: <input type="radio"/> Yes <input type="radio"/> No
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Referral to Counselor

<i>Description:</i> Refer the student to grade level counselor. Please scan this document to the appropriate school counselor.	Referral Date:	
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Remember: You are not waiting for anything back from the counselor before moving to the next step.

STEP FOUR: Teacher Detention

Description – Notify parents of Teacher Detention. Teacher Detention is on Tuesday or Thursday from 3:45 to 4:15. Make sure the parent knows to have transportation arranged. If the parent cannot arrange for transportation, please contact administrator.

Date of Detention:		Incident:		
Parent Notification Date:		<input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Signed Detention Sheet (Notification Method)	Served: <input type="radio"/> Yes <input type="radio"/> No	

STEP FIVE: IMS Referral to Administrator

<i>Description</i> – Enter incident in IMS, indicate step five in description along with incident description.	Referral Date:	
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Teacher Signature:		Date:	
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Administrative Use ONLY: Date referral was scanned and emailed to administrator: _____

Date referral was submitted to IMS: _____

Administrator Notes: _____
