

The High School for Law Enforcement & Criminal Justice Disciplinary Form

Referring Teacher:		Room:	Date of Incident:	Time of Incident:	
Student Name:		ID#	Parent Home Phone	Parent Cell Phone	Parent Work Phone
Step 1: (Teacher) Have an individual conference with the student concerning the behavior problem. Please specifically describe the behavior problem below:					
<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Conference <input type="checkbox"/> Time Out		<input type="checkbox"/> Contract <input type="checkbox"/> Change Seating <input type="checkbox"/> Parent Conference		_____ Date of parent contact regarding above behavior	Student Signature & Date:
Step 2: (Teacher) Should the behavior continue, have a conference with the student and call the parent/guardian of the student. Please indicate the problem below:					
<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Conference <input type="checkbox"/> Time Out		<input type="checkbox"/> Contract <input type="checkbox"/> Change Seating <input type="checkbox"/> Parent Conference		_____ Date of parent contact regarding above behavior	Student Signature & Date:
Step 3: (Teacher) If the behavior problem continues, after conferred with the student and having talked to a parent, inform the student and parent that you referring the discipline problem to the administration. (Level 3) Please describe the behavior below:					
Date of Parent Conversation regarding the discipline referral being sent to administration:			Student Signature & Date:		
Administrative Action	Detention (DENT)	Suspension (05)	Other:	Parent Contact:	
Student/Parent/Administrator Conference (ASCO)	Date: _____	# of Days _____ Dates: _____		<input type="checkbox"/> Phone <input type="checkbox"/> Letter <input type="checkbox"/> Conference	
Notes:					
Administrator:	Date:	Code:	Incident #:	Student Signature:	

Suspension from school means that the student may not return to the HSLECJ campus or any other school-related functions. Failure to comply with this could result in further disciplinary action. Suspension is an excused absence and all assignments may be made up. It is the student's responsibility to ask his/her teachers for all make-up work upon returning to school.