



Student Name (Last, First)	Grade	Date	Time	Leadership and Global Connections Magnet Referring Teacher
Step 1) Restate Expectation/Warning Given Date:				
ep 2)	XX	Date:	Time:	xxxx
Incident Type (Check One) Brought Food to Class Class Disruption (Talking, Singing, Shouting, Not Working, Looking on Others Papers, Making Distracting Noises/Movements, Horsepla Head Down Minor Disrespect/Defiance		☐ Electronic Dev☐ Leaving Trash☐ Writing on Sch☐ Teasing	rice/Phone in pla in Class nool Property	
Incident Location (Check One) □ Bathroom/Restroom □ Library/Media Center □ Bus Loop □ Office □ Cafeteria □ Parking Lot □ Classroom □ Phys Ed/Gym □ Courtyard □ Spec Event/Assembly □ Hallway/Breezeway □ Other	/Field Trip	Avoid Adult Avoid Peers Avoid Task Don't Know	/Activity 0	ne) Obtain Adult Attention Obtain Peer Attention Obtain Items/Activities Other
Others Involved (Check One) □ None □ Peers □ Staff □ Teacher □ Substitute □ Unknown □ Others Involved		Incident Descr	ription:	
Intervention (Check One) □ Seat Change □ Time Out □ Loss of Class Privilege □ Student/Teac □ Other □ Phone Comments: □ Phone	_ Let	iter		
tep 3)				
XXXX	XX	Date	Time	XXXX
Incident Location (Check One) □ Bathroom/Restroom □ Library/Media Center □ Bus Loop □ Office □ Cafeteria □ Parking Lot □ Classroom □ Phys Ed/Gym □ Courtyard □ Spec Event/Assembly □ Hallway/Breezeway □ Other		Avoid Adult Avoid Peers Avoid Task Don't Know	s 🗍 (/Activity 🗍 (
Others Involved (Check One) □ None □ Peers □ Staf □ Teacher □ Substitute □ Unk □ Others Involved □	nown	Incident Descr	ription:	
Intervention (Check One) ☐ Seat Change ☐ Time Out ☐ Loss of Class Privilege ☐ Student/Teac ☐ Other			cular Modification to Guidance	n
Parent Contact (Required): Phone Comments:	Let	iter		Conference