South Dale Middle School - Classroom Documentation Form

**(1st/2nd** **Semester)**

Student: Date Sex: **M**\_ \_F

Teacher: Williams Grade: Block:

Date: Minor Classroom Violations

1st 2nd 3rd 4th 5th

 Classroom Disruption

 Refusal to complete class assignments and/or not having assigned materials

 Quarreling – Verbal conflicts (name calling, inflammatory language, etc)

 Hallway misconduct (running, yelling, tripping others, etc.

 Inappropriate public display of affection

 Eating, drinking, or gum chewing in unauthorized area

 Littering of school property

 Possession of inappropriate or disruptive items (cards, dice, magazines, etc.)

 Presence in unauthorized area – includes, but not limited to sitting in vehicles

 Any other violation deemed as a Class I violation by the principal or designee

Steps: Documentation dates/actions taken by teacher

\_ \_ 1. Counseled student/ Warning

\_ \_ 2. Parent Notification \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Date Phone/Spoke To Left Message Sent Note

\_ 3. Detention **#1 (GOLD COPY)**

\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

(Parent/ Guardian Signature) (Student Signature)


# Date Assigned: Location: Time:

\_ 4. Detention #2 **(PINK COPY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Parent/ Guardian Signature) (Student Signature)

# Date Assigned: Location: Time:

\*\*\* **Upon the 5th minor offense the student will be referred to the office for administrative intervention.**

Comments:

# Administrator's Signature Date Teacher's Signature Date

*COMPLETE THE £NT/RE FORM FOR CLASSROOM MANAGEMENT DOCUMENTATION*

White - Teacher (File) Canary - Administrator (5th Offense) Pink- Student ( 2nd Detention) Gold - Student (lst Detention)

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