

MOT Charter School - Incident Communication

Student Name _____ Grade _____ Date _____

Time _____ Location _____ Reported by _____

Brief Description of the Behavior

School Level Misconduct

- Late to Class (Repeated _____)
- Repeated Unprepared for Class
- Chewing Gum/Food in Class
- Careless or Reckless Behavior
- General Inappropriate Behavior
- Leaving Area without Permission
- Loitering in Common Areas
- Misuse of Space/Materials
- Safety Violation/Unsafe Item
- Violation of Acceptable Use Policy
- Other School Level Misconduct _____

- Dress Code Violation (Repeated _____)
- Disrespect toward Student/Staff
- Abusive or Inappropriate Language
- Defiance of Authority/Refusal to Comply
- Instigation of an Incident
- Academic Dishonesty/Copying/Plagiarism
- Stealing
- Carrying Cell Phone on Person
- Unauthorized Use of Mobile Device/Electronics
- Accessing Unauthorized Website(s)

DOE Reportable Misconduct

- Bullying
- Harassment
- Offensive Touching
- Terroristic Threat
- Fighting
- Other Reportable Misconduct _____

If the behavior noted above is persistent and/or severe and involves potential harm to another person, the behavior may constitute bullying. Bullying concerns will be thoroughly and promptly investigated and further communication with all parties will follow.

Student's Plan for Improvement or Non-Recurrence of Incident: _____

Classroom Managed Consequences

- Given Verbal Reminder(s) Changed Seat Removed from Class Discussion with Student
- Change of Grade to: _____ Requested Essay Contacted Parent/Guardian by Phone or Email
- Loss of privilege _____ Cafeteria Clean Up for _____ day(s)
- Item Sent to Office for Pickup Up (Choose One) _____ End of Day _____ by Parent/Guardian
- REFERRAL to OFFICE (See Below)

Office Managed Consequences:

- Administrator Conference Lunch Detention _____ day(s)
- Referral to Counselor In School suspension _____ day(s)
- Time Out in Office _____ Afterschool Detention _____ day(s)
- Sent Home Damages Restitution in the Amount of _____
- Demerits (_____) Given Warning - Next Incident will be Entered in Student's Permanent Record
- Suspension _____ day(s) - Student will return to school on _____

NOTES:

NEXT STEPS:

- Parent/Guardian Meeting: _____
- Counseling: _____
- Behavior Contract: _____
- Other: _____
- Refer to Conduct Board: _____