



Record of Contract Violation Article 8: Student Discipline

Unit Member's Name		Date Sent (or Received):
Contact Information	Personal Email:	Work Email:
	Other contact method(s):	
Worksite / School		
Student Demographics		
What is the student's grade level (PK-12)? Is the student in a specialized program? If yes, which one?	Check all that apply: ☐ Student has an IEP ☐ Student has a Behavior Improvement Plan ☐ Other:	Race/ethnicity of the student ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Hispanic or Latino ☐ Middle Eastern or North African ☐ Native Hawaiian or Pacific Islander ☐ White ☐ Not known / Unit Member Unsure
Description of Incident / Situation		
NOTE: Please maintain student confidentiality when completing this record. Which article pertains? ☐ 8.1 (Student Behavior) ☐ 8.2 (Serious Incidents)	What is the date of the incident?	
	What is the "level" of this incident on the discipline matrix? (See reverse)	
	How has the response to the incident violated the contract? ☐ Admin DID NOT RESPOND within the number of business days required by the contract. ☐ Admin DID NOT consult with the unit member prior to returning the student to class. ☐ Other (please describe):	
	When did you submit the referral to the admin? (Date, Time of Day, etc.)	When did the admin return the processed referral to you? (Date, Time of Day, etc.)
Resolution / Follow-up	Check all that apply: ☐ I emailed the admin to communicate my dissatisfaction w/response. ☐ I contacted my building rep or WCTA to report this contract violation. ☐ I am requesting (or have already requested) a review of the admin response with HR, as per Article 8.1 (send an email directly to Theresa Baker, Executive Director of Human Resources). ☐ Other (please describe):	