



## Record of Contract Violation Article 8: Student Discipline

Unit Member's Name		
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:  <input type="checkbox"/> Student has an IEP  <input type="checkbox"/> Student has a Behavior Improvement Plan  <input type="checkbox"/> Other:	Race/ethnicity of the student <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Middle Eastern or North African <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not known / Unit Member Unsure
Description of Incident / Situation		
<b>NOTE: Please maintain student confidentiality when completing this record.</b>  Which article pertains? <input type="checkbox"/> 8.1 (Student Behavior) <input type="checkbox"/> 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? <input type="checkbox"/> Admin DID NOT RESPOND within the number of business days required by the contract. <input type="checkbox"/> Admin DID NOT consult with the unit member prior to returning the student to class. <input type="checkbox"/> <b>Other</b> (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 <b>all</b> that apply: <input type="checkbox"/> I emailed the admin to communicate my dissatisfaction w/response. <input type="checkbox"/> I contacted my building rep or WCTA to report this contract violation. <input type="checkbox"/> 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). <input type="checkbox"/> <b>Other</b> (please describe):	