

MONTGOMERY COUNTY HIGH SCHOOL

**TEACHER MINOR DISCIPLINARY ACTION FORM**

*This form must be completed prior to an office referral for all MINOR DISCIPLINE INFRACTIONS*

Teacher \_\_\_\_\_ Period \_\_\_\_\_ Date form initiated \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Behavior / Warning(s)

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

**STEP 1: Teacher-Student Conference / Teacher Determined Consequences**

(what, why, how, next)

Comments:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 2: Teacher-Parent Contact / Teacher Determined Consequences** Date \_\_\_\_\_

(phone, email, personal contact, letter home)

Comments:

Should this behavior continue, the student will be referred to the office and a Major Discipline Action Form will be filed with disciplinary action provided by School Administration.

**STEP 3: Office-Major Referral Form** (circle and send copy to proper administrator.)

Comments: