

Cascade Elementary
Make Your Day Character Plus

Date: _____ Time: _____

Student: _____ Teacher: _____

Referring Staff Member: _____

Step 4 was chosen for the following reason:

- _____ I was fighting.
- _____ I threatened to harm or bullied others.
- _____ I was defiant, disrespectful or harassed others.
- _____ I used abusive language or behavior towards others.
- _____ I willfully tampered with, abused, or destroyed property.
- _____ I interacted with another Step 4 student.
- _____ I chose to go from Step 3 to Step 4.
- _____ Other: _____

Times staff available for conference:

a.) _____ b.) _____

Parent contacted: _____ Time: _____

Parent available for conference at: _____

Conference is scheduled: _____

Conference was successfully completed: Yes _____ No _____

Comments: _____

Automatic Step 5

- _____ Weapons, drugs, or tobacco at school
- _____ Severity and/or repetition of any Step 4 offense
- _____ Inappropriate behavior while waiting on Step 4
- _____ Threatening to kill another student while under school supervision
- _____ Behavior which severely disrupts learning
- _____ Other: _____

The student will be required to complete a Step 5 conference with the parent(s) and administrator and may be followed by a Step 4 conference with the teacher and parent(s).

Step 5 Conference

Administrator action only.

May be modeled on Step 4 conference procedures.