

Important Forms

“I am Concerned” Note

[DELETE: Send email to the student's parents and cc the student's advisory folder, advisor, dean, and principal. For clarity, please delete those sections that do not apply.]

Dear XXXParentGuardianXXX,

I am the XXXSubjectXXX teacher for XXXStudentXX and am concerned about your child for the following reason(s) :

1. Homework has not been submitted regularly and on time recently.
 The quality of homework has suffered recently.
 The following assignments are owed and should be redone:

Comments:

2. Your child had difficulty on our most recent quiz.
 Your child had difficulty on our most recent test.
 Your child needs to see me to schedule a make-up quiz/test

Comments:

3. I would like to talk to you about your child's behavior/class participation.

Comments:

4. Your child has been late/absent recently. Please remember to send a note with your child when he/she returns to school after an absence.

Your child has been late to school _____ times in the last two weeks. It is important that he/she arrive at school on time.

Comments:

5. Your child is in jeopardy of not passing this class.

Comments:

Please call me so that we can discuss these concerns. My phone extension is _____. The best times to reach me at school are:

So that we can best support your child, I'm also sending this to XXXhisXherXXX homeroom teacher, advisor, dean, and the principal.

Sincerely,
XXXNameXXX

Homework Incident Notification Form

[DELETE: Send email to the student's parents, advisory folder, advisor, and dean.]

Dear XXXXXX:

I'm writing to let you know that XXXXXXstudentXXXXXX has a XXXXXXmissingORincompleteXXXXXX homework assignment.

I've also attached a copy of the missing/incomplete homework form that I sent to XXXXXXXhisORherXXXXXXX advisor and dean. Please feel free to contact me if you have any questions about this.

Thanks.

XXXXXXYourNameXXXXXX

Date assignment was due:

Description of the assignment:

If applicable, please indicate where or how necessary materials or handouts may be obtained:

If the student completed the assignment unsatisfactorily please describe what was missing/incomplete:

Check one of the following:

This assignment cannot be completed

This assignment needs to be completed by:

Behavioral Incident Notification Form

[DELETE: Send email to the student's parents, advisory folder, advisor, and dean.
Advisor should discuss with student.]

Dear XXX:

I'm writing this to let you know about an incident that took place today. So that we can best support XXXXXX, I'm also sending this to XXXhisXherXXX advisor and dean.

Today,

After the incident, we talked and I

Please feel free to contact me if you have any questions about this incident.

Thanks.

XXXXXXYourNameXXXXXX

Lateness Notification Form

[Send a copy of this to the students dean and advisor]

Dear XXXXXX:

As we are well into the XXXXXXXX quarter, I thought it important to communicate to you information about XXXXXXXX's lateness to school.

So far this quarter, xxxxxHeSheXXXXXX has been late to school XXXXX times. Being on time to school is an important community norm; students who experience challenges in meeting this norm often experience difficulties in other areas of the educational program. The morning homeroom period affords students the time to prepare for the day, to organize materials, and to get answers to questions about assigned work. Please discuss this with XXXXXXXXX as being on time for school is an important lifelong habit that we want to cultivate in our students. In almost all cases, the issue of lateness can be addressed by looking at and making adjustments to the regular morning routines at home.

If you have any questions, please do not hesitate to contact me.

I hope to see improvement in this area as we move forward.

Cool Down Sheet

Cool Down Sheet

----- This section to be completed by the classroom teacher -----

Student: _____ Class: _____ Teacher: _____

Date: _____ Time Removed: _____ Return to class after completing this form? **Y N**
 Return to class at the end of the period? **Y N**

Assignment to be completed:

----- This section to be completed by the student -----

Name of Advisor: _____ Name of Homeroom Teacher: _____

1. What happened? What did I say/do that was inappropriate or disrespectful?

2. How did what I say/do affect other students, staff, classrooms, or the school community? How did my actions hurt my classmates and/or kept my classmates from learning?

3. What was I supposed to be doing when I was asked to leave the room?

4. Now that I've had some time to think about what happened, how do I feel about my actions?

5. Which fits?
 It would have been better not to say/do this at all because . . .

I could have said/done it this way:

6. Next time I'm in a similar situation, I could try to:

A.

B.

C.

7. In reflecting on my actions, I believe that the community value I did not follow was:

8. We have this norm/expectation because:

9. Two things I can do that will help me follow this norm/expectation in the future are:

A.

B.

----- This section to be completed by the classroom teacher -----

Additional Information/Follow-Up

I have discussed this incident with my child

Parent Name _____

Signature _____

Date _____

The teacher should make a copy of this form for the student's advisor, and complete a Behavioral Incident Notification Form (to be sent to the student's advisory folder, advisor, and homeroom teacher), that references this sheet

