**Minor Infraction Form Completion**

Teachers are to write their own name, student name, student ID #, grade level, date, time and Pacer time teacher name at the top of the sheet, while the rest of the form only requires check marks.

* Each of the three sections: **Incident Location**, **Incident Type**, and **Intervention** are required.
* Student signature is REQUIRED. If the student refuses to sign, please notate it.

**If infractions are not completely filled in they will not be processed**.

**SPECIAL NOTES:**

**Incident Location**: ***This is where the behavior warranting the infraction occurred***.

**Incident Type: *This is why the student received the infraction.***

Infractions are for behaviors such as: dress code violation, inappropriate language/profanity, disruption, 3 tardies in a grading period (please include dates), and other behaviors.

*Infractions are not for students who are unprepared for class, do not return documents or do not bring in homework. These are not behaviors that have been targeted in our school PBS plan.*

**Intervention**: ***This is your immediate consequence apart from issuing the infraction***.

Possible interventions are: warnings, verbal reprimands, counseling, student conference, parent conference, parent contact (such as a phone call), detention (24 hour notice is required), special work assignment, loss of privilege, behavior contract, and seat change.