

**XYZ AFTER SCHOOL PROGRAM  
CONDUCT VIOLATION**

SITE: \_\_\_\_\_

Date: \_\_\_\_\_ Reported by: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Program Leader: \_\_\_\_\_ Cluster: \_\_\_\_\_

**I. SAFETY VIOLATIONS:**

- Playing in the restroom
- Running in the halls
- Improper use of playground equipment \_\_\_\_\_
- Cutting class
- Throwing objects
- Rough playing
- Possession of drugs, dangerous objects of no reasonable use to student (immediate suspension or dismissal)

Comments: \_\_\_\_\_

**II. DISRESPECT FOR OTHERS AND SELF:**

- Ignored directions
- Disrespectful/Rude/Disruptive
- Used foul language and actions
- Name calling
- Getting into teacher's/student's desk and belongings
- Stealing or body harm to another person (immediate suspension)

Comments: \_\_\_\_\_

**III. OTHER COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian Signature

- |   |
|---|
| 1st - Warning, student guidance, and parental contact   |
| 2nd - Letter home, student counseling, administrator or site director/student conference      |
| 3rd - Suspension, student sent home, parent/administrator or site director/student conference |
| 4th - Dismissal from Program  |

Copies to: Parent PL Office file

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