

Christian Educators Resource Center

Staff/Teacher Parent Communication Form

Step 1: Staff/Teacher addresses student if 12 or older or Parent by email or phone if 11 or under. Student is to respond respectfully and make correction(s). **Staff/Teacher**, please complete the following, make copy for Director of Education, and keep in your files.

Student Name: _____

Date: _____

Class Name: _____

Teacher: _____

Misbehavior addressed:

_____ Late to class _____ Homework not turned in _____ Excessive talking in class
_____ Inappropriate dress _____ Disobedient/Disrespectful to teacher/assistant/staff
_____ Grades _____ Does not keep hands to self _____ Other: _____

Step 2: Staff/Teacher addresses parent in writing. **Staff/Teacher**, please complete the following, make copy for Director of Education, and place in family file. **Parent**, please contact teacher for questions and more information. CERC expects the adult to address the offense appropriately, promptly and privately.

Date: _____

Teacher contact information: _____

Misbehavior addressed:

_____ Late to class _____ Homework not turned in _____ Excessive talking in class
_____ Inappropriate dress _____ Disobedient/Disrespectful to teacher/assistant/staff
_____ Grades _____ Does not keep hands to self _____ Other: _____

Step 3: Parent or designated responsible party is required to be with the student at ALL times for a duration decided by the Director of Education and/or Board of Directors. The family must accept this discipline as appropriate and necessary. **Staff/Teacher**, please complete the following, make a copy for the Director of Education, and place in family file. Follow-up with phone call to parent or notify Director of Education that a follow-up phone call needs to be made.

Date: _____

Parent contact information: _____

Duration parent/designated responsible party needs to attend with student: _____

Step 4: If no correction is made, the student will no longer be allowed to attend classes, and the Tuition and Drop Policy will be followed for a dropped class(es). **Staff/Teacher**, please notify Director of Education immediately.

Date: _____

Signature of Director of Education: _____

CERC agrees to follow Biblical principles of discipline. (2 Tim 2:24-25, 2 Cor 5:18-19)