

Parent Log Contact Template

Name: Wendy Piro

Date: 9/25/17-9/29/17

Principal Residency Parent Contact Log				
Contact Date	Reason	In Person, Email or Phone	Outcome	Follow-Up
9/25/17	Bus Referral	Phone- L. Jackson	K.J. had a laser pointer on the bus, he was shining it in the eyes of other students and the bus driver. He received one day suspension from the bus.	None
9/25/17	Bus Warning	Phone- R. Dawson	K.D. and T.D. (brothers) both of these names keep coming up as I am investigating other bus and discipline incidents. The bus driver confirmed that they need to improve their behavior. Phone call was a notice to the mother of their behavior and involvement in other situations.	None
9/25/17	Discipline Referral (Art)	Phone- C.Gray	H.R. was upset with the sub in Art class, so she took a bottle of paint and squeezed it on the floor. I was notifying the mother	H.R. had to complete a reflection sheet and return to me by Wednesday about her behavior.

			of the discipline referral.	
9/25/17	Front Car Pool Incident with Teacher	Phone- S. Wine	Incident occurred on Friday afternoon with Mrs. Early and N.W. and L.W.	This was a follow-up phone call to let the father know that I had addressed the issue with the teacher as promised Friday afternoon.
9/27/17	Parent concern with teacher (Early)	Phone- C. Burkett	Wants his son C.B. moved from Mrs. Early's class. I spoke with the teacher to get some more information. Asked the teacher to call the parent first to address any concerns that he had.	Called later that afternoon to speak with the father about his concerns. Was unable to leave a voice message.