

RICHMOND DISCIPLINE

Process, Forms and Procedures

RICHMOND SCHOOL USES A SCHOOL-WIDE DISCIPLINE SYSTEM USING REFOCUS FORMS, DETENTIONS, DEMERITS, AND SUSPENSION (ON AND OFF CAMPUS).

RESTORATIVE JUSTICE IS UTILIZED WHEN APPROPRIATE.

IN ADDITION, EACH CLASSROOM HAS RULES AND GUIDELINES APPROPRIATE TO THE AGE LEVEL OF THE STUDENTS.

CONSEQUENCES BEGIN WITH A DISCUSSION AND EXPLANATION OF A RULE BEING BROKEN.

THE STUDENT MAY ALSO BE ASKED TO COMPLETE A "REFOCUS FORM", OR MAY BE REMOVED FROM AN ACTIVITY.

THE REFOCUS FORM IS AN AGE APPROPRIATE DOCUMENT THAT ALLOWS THE STUDENT TO REFLECT ON THEIR BEHAVIOR OR ACTIONS. TEACHERS HAVE THE OPPORTUNITY TO FURTHER INVESTIGATE THE STUDENT'S ACTIONS UTILIZING THE DOCUMENT AND COME TO A RESOLUTION.

EXAMPLES OF REFOCUS FORMS FOR UPPER AND LOWER GRADES

BEHAVIOR REFOCUS

Name: _____ Grade: _____

What action caused me to refocus:

Was a school rule broken: Yes ☐ No ☐ Do not Know ☐

If checked yes, and a school rule was broken, which rule and how?

What is my plan to correct my actions?

Student Signature _____ Date _____

Teacher Signature _____ Date _____

COMMENTS:

REFOCUS

Name: _____

What did I do?

Not Listening

Bad Words

Being Mean

Pushing

Being Disrespectful

Other



Why did I do it?

What should I have done?

Teacher signature: _____ Date: _____

(comments) _____

REFOCUS FORMS ARE DOCUMENTED AND TRACKED. EACH FORM IS GIVEN A CODE:

PC- PHYSICAL CONTACT, IB- INAPPROPRIATE BEHAVIOR, T-THROWING,
IL- INAPPROPRIATE LANGUAGE, P- PROPERTY MISUSE, DC- DISRUPTING
CLASS, S- SPORTSMANSHIP

STUDENT CONFERENCES ARE INITIATED AFTER A STUDENT RECEIVES 3 OR
MORE REFOCUS FORMS FOR THE SAME CODE.

CONFERENCE FORM

Student Conference

Name _____ Date _____

As a result of acquiring 3 refocus forms for the same incident, an informal conference between the discipline coordinator (Mr. Boyer), and the student was conducted. Below are the meeting results and possible future outcomes.

Refocus Dates	Cause
_____	_____

Student's reflection on the cause of acquiring 3 refocuses:

Next steps discussed with student:

Incentives/ reward for not getting additional refocuses for the same incident:

Student Signature: _____

Teacher Signature: _____


Administrators Signature: _____

Parent/ Guardian Signature: _____


(Comments)

- Allows the student to reflect on their behavior and provide input
- Gives the student ownership of their behavior and how it can be corrected
- Teacher is able to reinforce a desired outcome
- Student gives suggestions for progressive consequences if behavior continues
- Allow for incentives if the behavior improves and/or is not repeated
- Signatures ensure the student agrees, teachers and administration is informed, parents are informed with comments encouraged

DETENTIONS

	LUNCH DETENTION
Name – First and Last _____	
Classroom Teacher: _____	
Person Issuing Detention: _____	
Date Attending _____	
Cause: _____	

Detention– 1, 2, 3, 4, 5, 6, 7, 8, 9	
Detentions 3, 6, 9 result in a <u>DEMERIT</u>	
Date Detention Served _____	
Parent Signature _____	

	LUNCH DETENTION
Name – First and Last _____	
Classroom Teacher: _____	
Person Issuing Detention: _____	
Date Attending _____	
Cause: _____	

Detention– 1, 2, 3, 4, 5, 6, 7, 8, 9	
Detentions 3, 6, 9 result in a <u>DEMERIT</u>	
Date Detention Served _____	
Parent Signature _____	

- Can be given immediately by any staff member
- Detentions are served during lunch in the designated area
- Detention notice is sent home, requiring a parent signature
- Detentions may result in lost privileges; including participation in leadership, sports, assemblies, pep rallies, etc.
- Restorative Justice can be utilized at the discretion of the teacher and student

DEMERITS

Demerit

Student _____ Demerit # _____

Grade _____ Date _____

A demerit has been issued for:

A cumulation of three (3) detentions dated:

Causes: _____

—OR—

Suspension due to an educational code violation:

Code: _____

Reason: _____

Student signature _____

Behavior Coordinator signature _____

Principal signature _____

Parent signature _____

Available date and time for conference: _____

Parent Feedback:

Rules and Guidelines for Demerits

When issued a demerit, the following restrictions are applied to the student:

- 1) Field trips
- 2) School dances
- 3) Pep rallies
- 4) Leadership activities
- 5) Participation in athletics

Demerit restrictions are in effect for 10 days from the issue date.

Parent conference initiated.

- Will be issued if a student received 3 detentions (a demerit for every 3 detention that follows)
- Will be issued as a result of a Educational Code violation that resulted in a suspension
- Consequences that follow a demerit include loss of privileges for 10 calander days(not including holidays); including pep rallies, non educational assemblies, sports, and field trips
- Parent contact is completed and a conference is strongly encouraged

ON CAMPUS/ OFF CAMPUS SUSPENSIONS

Suspensions are only given to students from the administrator. The student receives a suspension as a result of an Educational Code violation. A student receiving an on campus suspension will report directly to the office to begin their “Structured Day”.

Parent/Guardians are contacted, classroom teacher is notified, suspension rate is reported within the school SARC report.

STRUCTURED DAY PROCESS/ PROCEDURE (FOR ON CAMPUS SUSPENSIONS)

Administration:

Suspension is inputted into School Wise

Suspension letter is given to the student/ copy for parent/guardian

Phone call is made to parent/guardian informing of OCS

OCS Classified Staff:

Ensure an area is free for student to utilize while serving OCS (library)

Ensure coverage is available for the student

Plan A: Librarian

Plan B: Two Classified rotation

Classroom Teacher:

Prepare all materials for the student, including missing assignment sheet

Ensure all materials are delivered to the office for morning pick up

Cafeteria Staff:

Prepare breakfast and lunch to be delivered to the student serving OCS

Structured Day Schedule and Procedure

Upon entering onto school grounds, the student will report directly to the office to sign in and pick up all materials for the day. The student will remain supervised in the office until the OCS room (library) is available, at which time the student will be escorted to the library. The student will remain in the library the entire day and will not be permitted to leave for any reason. This includes attending recesses with others, breaks around other students, trips back to their classroom, breakfast and lunch, etc. Breakfast and lunch will be brought to the student serving OCS. Bathroom breaks will be only permitted utilizing the facilities in the library.