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

	BEH	AVIOR R	EFOCUS			
Name:				(Grade:	_
What action caused me	to refo	cus:				
Was a school rule broke	en:	Yes	No	C	o not Know	
If checked yes, and a sci	hool rul	e was brol	en, which	rule and h	now?	
What is my plan to corr	ect my a	actions?				
Student Signature					Date	
Teacher Signature					Date	_
COMMENTS;						

NAME.					
What did I	do?				
Not Listening	Bad Words	Being Mean	Pushing	Being Disrespectful	Other
9		R			© *
Why did I do	it?	09	6 666	16	2 6
What should	I have do	one?			
			_		
Teacher sigi	ıature:			Date:	

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

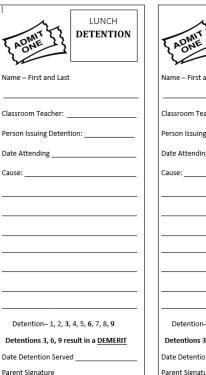
STUDENT CONFERENCES ARE INITIATED AFTER A STUDENT RECEIVES 3 OR MORE REFOCUS FORMS FOR THE SAME CODE.

CONFERENCE FORM

	Student Conference
Name	Date
	forms for the same incident, an informal conference between the discipline student was conducted. Below are the meeting results and possible future
Refocus Dates	Cause
Student's reflection on the caus	of acquiring 3 refocuses:
Next steps discussed with stude	nt:
Incentives/ reward for not gett	ng 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



135	LUNCH DETENTION
ADMET }	DETENTION
3	
Name – First and Last	
Classroom Teacher: _	_
Person Issuing Detent	ion:
Date Attending	
Cause:	
	_
	456700
Detention-1, 2, 3,	
Detentions 3, 6, 9 res	
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

þ	emerit	
Student		Demerit #
Grade		
A demerit has been issued for:		
A <u>cumulation</u> of three (3) detentions dated:		
Causes:		
	OR	
Suspension due to an educational code viola Code:	ation:	
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.
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- 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

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

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

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.