

# NICASIO SCHOOL DISTRICT

## Administrative Regulations

Series 5000: Students

AR 5144

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### DISCIPLINE POLICY

#### Minor Infractions: “It’s Time for Reflection”

In an effort to encourage students to reflect on their own behavior and make conscious choices about positive behavior, the following system is used consistently by all teachers and staff members when observing students committing “minor infractions”.

- The teacher establishes a place within the classroom or learning area where students can take time to reflect (a timeout) when their behavior is disruptive or inappropriate.
- The teacher introduces the bright yellow form titled “It’s Time for Reflection” to students, ensuring that they understand the different questions listed on the form and that they are entering into a contract with the teacher or staff member when they sign their name on the bottom of the form.
- “It’s Time for Reflection” forms are only provided to students after other attempts have been made by the teacher or staff member to redirect the student’s behavior.
- Students fill out the “It’s Time for Reflection” form completely and to the teacher’s or staff member’s satisfaction before it is accepted as a contractual agreement.
- The teacher or staff member establishes a protocol for students as to how they should communicate that they have completed the form and are ready to rejoin the lesson/activity.
- The teacher or staff member provides his/her own clarifying comments on the back of the “It’s Time for Reflection” form.
- The teacher or staff member issuing the “It’s Time for Reflection” form is responsible for contacting the student’s parent regarding the incident on the same day of the incident:
  - Parent contact may be made in person during pick-up time that afternoon. In such cases, the teacher or staff member needs to take precaution that this is often not a good time for confidential discussions.
  - Contact may be made by phone or email. A phone call is more appropriate unless there is an established relationship with the parent via email.

- The teacher or staff member is responsible for making note of the correspondence with or to the parent on the back of the “It’s Time for Reflection” form. If an email was sent, the email may be printed and stapled to the reflection form.
- All “It’s Time for Reflection” forms are submitted to the Principal no later than one school day after the incident took place. In the event of a serious infraction, the Principal should receive the report on the same day of the incident.
- If the same student receives two (2) “It’s Time for Reflection” forms from the same teacher or staff member in a single day, the teacher or staff member provides the student with a slip titled “You’ve Earned a Visit to the Principal’s Office” along with his/her second yellow reflection form. In this case, the “You’ve Earned a Visit to the Principal’s Office” form is submitted to the Principal no later than the end of the school day. The Principal then schedules a conference with that student.
- Any student who receives a total of three (3) “It’s Time for Reflection” forms at any point during the school year receives an automatic lunch detention, the date of which is determined by the Principal.
- Any student who receives four (4) or more “It’s Time for Reflection” forms during the school year may serve additional lunch detentions, lose fieldtrip or other privileges, and/or face suspension from school at the discretion of the Principal.

### **Major Infractions: Incident Report**

Any major infraction should be documented by the teacher or staff member who observed the infraction using the “Incident Report” form in addition to having the student complete the “It’s Time for Reflection” form.

If the major infraction poses an immediate safety concern or requires immediate attention for any other reason, the student should be sent directly to the Principal’s office.