

# NICASIO SCHOOL DISTRICT

## Administrative Regulations

Series 5000: Students

AR 5144

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### DISCIPLINE POLICY

#### Student Discipline Note

Teachers and staff are expected to use various strategies in an attempt to redirect a student's negative behavior. If the behavior continues, teachers and staff must complete a "Student Discipline Note" to keep for their records.

If a student's behavior is significant enough to warrant a time for reflection, teachers and staff shall provide the Principal with a copy of the "Student Discipline Note(s)" related to the behavior along with a copy of the student's completed "It's Time for Reflection" form. Teachers and staff shall also send a copy of both forms home with the student on the same day of the incident.

#### 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 a 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 "Student Discipline Note form". This form will be attached to the student's completed 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. For example, 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.
- 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 shall be documented by the Principal or designee using the “Incident Report” form. This form shall be accompanied by a Student Discipline Note from the reporter of the incident.

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

Revised August 27, 2010  
Revised December 1, 2010  
Revised August 15, 2013