Discipline Incident Reported to Administration or Designee

Admin or Designee gathers information and determines if and who they need to speak to first (students or staff)

Admin or Designee calls student (s) (who allegedly caused harm) to the office and speaks with them.

Often, the student (s) is asked to write a statement.

Potential progressive discipline and restorative practices determined.

Student (s) sent back to class.

Student (s) NOT sent back to class and stays in the office or parents are called.

Parents are notified by the end of day and/or the end of investigation. Investigations can take days to complete.

Admin or Designee calls student (s) (possible witness) to the office and speaks with them.

Often, the student (s) is asked to write a statement.

Admin or Designee calls student (s) (reported harmed) to the office and speaks with them.

Often, the student (s) is asked to write a statement.

Potential restorative practices determined.

Student (s) sent back to class.

Student (s) NOT sent back to class and stays in the office or parents are called.

Parents are notified by the end of day and/or the end of investigation. Investigations can take days to complete.

On more significant incidents, the school site will communicate with parents on resolution, any possible mediation or student contracts, and closure with investigation.

School officials will adhere to educational confidentiality policies when discussing incidents with families.

Administrators work collaboratively using professional expertise, compassion, thoughtfulness and common sense during discipline investigations.

Progressive discipline and restorative practices are used as appropriate.

Administration or Designees strive to pull students during non-academic times.