

# Toki Middle School Restorative Justice Discipline Plan 2008-2009

Judicious discipline is a three pillared process set on a solid educational foundation. The first pillar is prevention through education and positive behavior supports; the second pillar is equity through fair and consistent consequences, and the third pillar is restoration through empathy, forgiveness and conflict resolution. The educational foundation that these pillars stand on is curriculum, instruction and assessment practices that are engaging, rigorous, culturally responsive, and individualized. In summary, kids who are engaged in learning are less likely to engage in misconduct.

The backbone of our discipline policy is that all staff and students must be treated with dignity and respect, including those who harm others. We want everyone to know that misconduct is never acceptable, but always fixable. We will be warm but strict, and follow through with clear, fair and consistent consequences, but also encourage students to repair the harm they caused, earn forgiveness, and restore their reputations.

When a student engages in misconduct, we must care for two interests:

1. *The student who misbehaves* – We teach the student how to repair the harm, earn forgiveness, and restore his or her reputation
2. *All other students* – We protect their health, safety, property, and opportunity to learn in an environment free from distractions

Therefore, when a student engages in misconduct, he or she has two options:

1. **Fix the harm** (ex: Apology, Mediation, Repair or Replace, Community service, Extended learning)
2. **Accept a consequence** (ex: Lunch detention, After school detention, In school suspension, Out of school suspension, Suspension alternatives)

The consequences for misconduct will vary, depending on how the behavior harms the health, safety, property and learning opportunities of other students. Although choosing to “fix the harm” may reduce or replace consequences for less harmful misconduct, behaviors that significantly or severely harm others will result in mandatory suspension days, up to a recommendation for expulsion.

## **BASELINE RULES FOR STUDENTS**

1. Every staff member is your teacher – respect each and every one
2. Listen and follow directions the first time – do not ignore or argue with teachers – control your emotions
3. If you have a disagreement, your teacher will listen to you at an appropriate time and place in a respectful manner
  - *Time* – before or after school, during lunch, passing time, or other time that is convenient to both of you
  - *Place* – away from others, so your conversation will not be disrupted by others or disruptive to others
  - *Manner* – stay calm, make eye contact, use please, thank you, and excuse me, and listen thoughtfully

## **BASELINE RULES FOR TEACHERS**

1. Every student is your child – respect each and every one
2. Give fair and consistent directions the first time – apologize when you make mistakes or are stressed out
3. If a student has a disagreement, listen to the student at an appropriate time and place and in a respectful manner
  - *Time* – before or after school, during lunch, passing time, or other time that is convenient to both of you
  - *Place* – away from others, so your conversation will not be disrupted by others or disruptive to others
  - *Manner* – stay calm, make eye contact, use please, thank you, and excuse me, and listen thoughtfully

The code of conduct can be examined through five interconnected strands: Language, Behaviors, Possession, Property, and Respect of Authority. The misconduct and progressive consequences for each of these strands is described in detail below.

<b>Language</b>	
<b>Inappropriate Student Behavior</b>	<b>Progression of consequences</b>
<b>Level One</b> 106 Profanity towards students 110 Verbal insults or put-downs 112 Disruption	<b>The teacher will...</b> <ol style="list-style-type: none"> <li>1. Provide opportunity to "fix" the problem (ex: Apology, Mediation)</li> <li>2. Conference with student to review expectations &amp; consequences, re-teach &amp; praise good behaviors</li> <li>3. Call home, Change seat, Send student to recovery, Write up a behavior contract</li> <li>4. Meet with family &amp; discuss differentiation of curriculum, instruction &amp; assessment &amp; arrange extra support</li> <li>5. Treat continued misconduct as insubordination (204) = a level two consequence</li> </ol>
<b>Level Two</b> 205 Profanity towards staff or adult 206 Threats to staff w/ no danger 202 Bullying/extortion/coercion 207 Harassment 215 Non-violent gang intimidation 221 Taunt or incite fight/disruption	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. <i>Send the student immediately to in-school-suspension and call home to the family</i></li> <li>2. Provide opportunity for student to "fix" the problem to reduce further consequences (ex: Apology, Mediation, Repair, Replace, or Repay, Community service, Extended learning)</li> <li>3. Assign out-of-school suspension (1 to 5 days) and/or lunch detention and/or after school detention</li> <li>4. Treat continued misconduct as repeated refusal to obey school rules (312) = a level three consequence</li> </ol>
<b>Level Three</b> 305 False alarm (calling 911) 310 Threats/apprehension of harm 320 Bomb threat w/o disruption	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. <i>Send the student immediately to in-school-suspension and call home to the family</i></li> <li>2. <i>Assign an out-of-school suspension (1 to 5 days)</i></li> <li>3. Provide opportunity for student to "fix" the problem to reduce further consequences (ex: Apology, Mediation, Repair, Replace, or Repay, Community service, Extended learning)</li> <li>4. Conference with family and Student Services (ex: PBIS, parent supervision, alternative programming)</li> </ol>
<b>Level Four</b> 405 Disruptive bomb threat	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. <i>Suspend the student for five days and recommend for expulsion</i></li> </ol>

<b>What you should say</b> Basic manners: "Please", "Thank you", "Excuse me", "I'm sorry"  Compliments: "Nice job", "Looks good", "I like what you did"  Self-awareness: "I don't like it when...", "I feel that...", "I worry that..."	<b>What you should not say</b> Sarcasm: "That was cool... not" Insults: Making fun of body type, skin color, sexual orientation, ability N-word: Using it towards anyone at any time for any reason Teasing: Making fun of clothes, hair style, choice of friends Ridicule: Making fun of intelligent comments, getting good grades Mocking: Imitating a person's voice, walk, mannerisms, behaviors
--	--

<b>Behaviors</b>	
<b>Inappropriate Student Behavior</b>	<b>Progression of consequences</b>
<b>Level One</b> 112 Disruption (running, chasing) 113 Throwing object w/o harm 114 Signs of gang participation	<b>The teacher will...</b> <ol style="list-style-type: none"> <li>1. Provide opportunity to "fix" the problem (ex: Apology, Mediation)</li> <li>2. Conference with student to review expectations &amp; consequences, re-teach &amp; praise good behaviors</li> <li>3. Call home, Send student to recovery, Write up a behavior contract</li> <li>4. Treat continued misconduct as insubordination (204) = a level two consequence</li> </ol>
<b>Level Two</b> 209 Hitting, kicking, tripping 216 Indecent exposure 207 Harassment 223 Thrown object makes contact	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. <i>Send the student immediately to in-school-suspension and call home to the family</i></li> <li>2. Provide opportunity for student to "fix" the problem to reduce further consequences (ex: Apology, Mediation, Repair, Replace, or Repay, Community service, Extended learning)</li> <li>3. Assign out-of-school suspension (1 to 5 days) and/or lunch detention and/or after school detention</li> <li>4. Treat continued misconduct as repeated refusal to obey school rules (312) = a level three consequence</li> </ol>
<b>Level Three</b> 301 Volatile acts 303 Sexual assault/contact 307 Physical attack on student 308 Gang violence/intimidation 309 Fighting 316 Acts that jeopardize health, safety and property 321 Consensual sex 322 Using object to cause harm	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. <i>Send the student immediately to in-school-suspension and call home to the family</i></li> <li>2. <i>Assign an out-of-school suspension (1 to 5 days)</i></li> <li>3. Provide opportunity for student to "fix" the problem to reduce further consequences (ex: Apology, Mediation, Repair, Replace, or Repay, Community service, Extended learning)</li> <li>4. Conference with family and Student Services (ex: PBIS, parent supervision, alternative programming)</li> </ol>
<b>Level Four</b> 401 Use of weapon to cause harm 403 Unprovoked use of force against a staff member 405 Detonating bomb/explosive 407 Serious sexual assault	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. <i>Suspend the student for five days and recommend for expulsion</i></li> </ol>

<b>What you should do</b> Smile Shake hands Pat friends on the back Walk tall and proud Talk to someone about your conflict	<b>What you should not do</b> Fight Play fight (push, shove, kick, trip) Throw anything at anyone at any time Run and chase others inside school Put anyone in physical harm
--	---

## Possession and/or use of disruptive or dangerous items

Inappropriate Student Behavior	Progression of consequences
<b>Level One</b> 108 Tobacco product or igniter 116 Disruptive items (phone, iPod)*	<b>The teacher will...</b> <ol style="list-style-type: none"> <li>1. Provide opportunity to "fix" the problem (ex: Apology, Mediation)</li> <li>2. Conference with student to review expectations &amp; consequences, re-teach &amp; praise good behaviors</li> <li>3. Call home, Send student to recovery, write up a behavior contract</li> <li>4. Treat continued misconduct as insubordination (204) = a level two consequence</li> </ol>
<b>Level Two</b> 201 Use of tobacco 210 Toy weapon (not handgun) 214 Pornography	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. Send the student immediately to in-school-suspension and call home to the family</li> <li>2. Provide opportunity for student to "fix" the problem to reduce further consequences (ex: Apology, Mediation, Repair, Replace, or Repay, Community service, Extended learning)</li> <li>3. Assign out-of-school suspension (1 to 5 days) and/or lunch detention and/or after school detention</li> <li>4. Treat continued misconduct as repeated refusal to obey school rules (312) = a level three consequence</li> </ol>
<b>Level Three</b> 306 Munitions, mace, pepper gas 314 Imitation controlled substance 315 Toy handgun or any toy weapon that is used to threaten/cause harm 317 Alcohol (or under influence) 318 Drugs (or under influence) or drug paraphernalia	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. Send the student immediately to in-school-suspension and call home to the family</li> <li>2. Assign an out-of-school suspension (1 to 5 days)</li> <li>3. Provide opportunity for student to "fix" the problem to reduce further consequences (ex: Apology, Mediation, Repair, Replace, or Repay, Community service, Extended learning)</li> <li>4. Continued misconduct will result in further consequences (ex: parent supervision, alternative programs)</li> </ol>
<b>Level Four</b> 401 Weapons 402 Drugs with intent to deliver 405 Bomb or explosive device 406 Participation in a drug sale	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. Suspend the student for five days and recommend for expulsion</li> </ol>

\*Phones, MP3 players, iPods, cameras and other electronic devices must be placed "off and away" the moment students enter school. To protect against theft, do not bring these items to school. If they are brought to school, they should be locked in a locker. Students must not share locker combinations with others. Staff members will take these items when they see them. The first time an item is taken, the student may get the item back at the end of the day. The second time it is taken, a parent or guardian must come to school to pick it up.

<b>What you should do</b> Place phones "off and away" Lock coats, hats, electronics, and other non-essential items in a locker Leave illegal or dangerous items at home or off school grounds	<b>What you should not do</b> Bring any kind of weapon, real or fake, to school Bring any kind of drug, except authorized prescription drugs, to school Come to school under the influence of drugs or alcohol Bring any disruptive item to school, like a phone, iPod or game system
--	---

<b>Property</b>	
<b>Inappropriate Student Behavior</b>	<b>Progression of consequences</b>
<b>Level One</b> 105 Littering 112 Disruption (cleanable graffiti) 114 Participation in a gang (cleanable graffiti)	<b>The teacher will...</b> <ol style="list-style-type: none"> <li>1. Provide opportunity to "fix" the problem (ex: Apology, Mediation, Repair, Replace, Repay, Clean up)</li> <li>2. Conference with student to review expectations &amp; consequences, re-teach &amp; praise good behaviors</li> <li>3. Call home, Send student to recovery, Write up a behavior contract</li> <li>4. Treat continued misconduct as insubordination (204) = a level two consequence</li> </ol>
<b>Level Two</b> 213 Theft (no more than \$200) 222 Property damage (under \$200) not intended to harass	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. <i>Send the student immediately to in-school-suspension and call home to the family</i></li> <li>2. Provide opportunity for student to "fix" the problem to reduce further consequences (ex: Apology, Mediation, Repair, Replace, or Repay, Clean up, Community service, Extended learning)</li> <li>3. Assign out-of-school suspension (1 to 5 days) and/or lunch detention and/or after school detention</li> <li>4. Treat continued misconduct as repeated refusal to obey school rules (312) = a level three consequence</li> </ol>
<b>Level Three</b> 313 Property damage (over \$200) or that is intended to harass 304 Arson 319 Major theft (over \$200)	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. <i>Send the student immediately to in-school-suspension and call home to the family</i></li> <li>2. <i>Assign an out-of-school suspension (1 to 5 days)</i></li> <li>3. Provide opportunity for student to "fix" the problem to reduce further consequences (ex: Apology, Mediation, Repair, Replace, or Repay, Community service, Extended learning)</li> <li>4. Continued misconduct will result in further consequences (ex: parent supervision, alternative programs)</li> </ol>

<b>What you should do</b> Clean up after yourself Clean up the table you are at, even if the trash is not yours Pick up trash you see in the hallways or outside Report graffiti Report open lockers Keep an eye out for your friends property and report theft	<b>What you should not do</b> Steal Damage or destroy property that does not belong to you Write or draw on property that does not belong to you Play with fire
---	---

## Respect of reasonable school rules and adult authority

Inappropriate Student Behavior	Progression of consequences
<b>Level One</b> 109 Tardiness 107 Dress code*	<b>The teacher will...</b> <ol style="list-style-type: none"> <li>1. Provide opportunity to "fix" the problem (ex: Apology, Mediation, Teacher supervised detention)</li> <li>2. Conference with student to redirect, re-teach and praise appropriate behaviors</li> <li>3. Call home, Send student to recovery, Write up a behavior contract</li> <li>4. Treat continued misconduct as insubordination (204) = a level two consequence</li> </ol>
<b>Level Two</b> 203 Trespassing 204 Insubordination 208 Failure to give correct name 218 Cheating 219 Forgery 220 Gambling 217 Inappropriate computer use 224 Making unauthorized recording	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. <i>Send the student immediately to in-school-suspension and call home to the family</i></li> <li>2. Provide opportunity for student to "fix" the problem to reduce further consequences (ex: Apology, Mediation, Repair, Replace, or Repay, Community service, Extended learning)</li> <li>3. Assign out-of-school suspension (1 to 5 days) and/or lunch detention and/or after school detention</li> <li>4. Treat continued misconduct as repeated refusal to obey school rules (312) = a level three consequence</li> </ol>
<b>Level Three</b> 312 Repeated refusal to obey rules 323 Serious misuse of computers 324 Making secret recording	<b>The administrator will...</b> <ol style="list-style-type: none"> <li>1. <i>Send the student immediately to in-school-suspension and call home to the family</i></li> <li>2. <i>Assign an out-of-school suspension (1 to 5 days)</i></li> <li>3. Provide opportunity for student to "fix" the problem to reduce further consequences (ex: Apology, Mediation, Repair, Replace, or Repay, Community service, Extended learning)</li> <li>4. Continued misconduct will result in further consequences (ex: parent supervision, alternative programs)</li> </ol>

<b>What you should do</b>  Come to every class on time and ready to learn with all school materials Every staff member is your teacher – respect everyone Follow directions the first time – do not ignore or argue with teachers Wear clothes that are comfortable and not disruptive to others Use computers for school work only Use digital recording devices away from school	<b>What you should not do</b> Cheat, Plagiarize, Forge signatures, Gamble Do not bring the following items to class: <ul style="list-style-type: none"> <li>• Hats, head scarves, or any other headgear</li> <li>• Winter coats, jackets</li> <li>• Book bags, backpacks</li> </ul> Do not wear clothes that reflect gang involvement: <ul style="list-style-type: none"> <li>• Pants sagging below the hips (signals time spent in prison)</li> <li>• Rubber bands around pant legs (used to carry hidden objects)</li> <li>• Clothes with gang symbols and colors</li> </ul> Do not come to school w/o permission when you have been suspended Do not use recording devices (phones, cameras, recorders) at school Do not use computers to view or transmit harassment, obscenity, threats
---	--