

Restorative Team Policy & Procedures

Responding to Behavior Calls/Emails

Teachers email Behavior support at hsrestorative@emailmtcs.org calling Val is the last resort and emergencies.

When behavior calls come in for classroom assistance, Restorative Team will be the first responders. If the team is working with other students, they are expected to relay that information to the Dean via wakie or last resort call Val by calling 1040 so she can then respond.

While in Solutions, students will have the opportunity to have a Restorative Conversation and fill out a *Think Sheet*. Students will return to class when ready with a copy of the *Think Sheet* to give to the teacher for immediate feedback.

Follow Ups

Restorative Team will follow up with the referring teacher with the *Think Sheet* and/or email. If an in-school suspension is issued, there will be an email to let classroom teachers know in order to collect work.

For students receiving special education services, if an out-of-school suspension is issued, the Restorative Team will contact the case manager. A Restorative Team member/case manager will contact the teachers to collect work for the student during the term of his or her suspension.

Restorative Team: When responding to behavior emails, be sure to **reply all** to the email to alert the others that the situation has been addressed. Also, use the Restorative Team email hsrestorative@emailmtcs.org to follow up with the teacher and Restorative Team regarding the outcome of the situation.

Case manager is contacted after student is suspended and planning meeting is set up before student returns with the following people there, Erin, Wendy, Brian L. Case Manager.

Follow ups (Team and staff)

Restorative team responds to initial email as soon as possible.

Student will return to class with a Think-it sheet (copy for teacher and copy for Solutions room file). Staff will trust that Restorative Team has worked with the student and ready to return to the learning environment. Question: how do we involve teachers in the Restorative process more? The student and teacher had initial issue but RT is the one working on the repair. Let's

brainstorm on how to get teacher more involved with the process to make it more restorative. (this is always a concern of teachers they want to be in the know) It would probably mean the restorative team does a lot of stepping in to teach in the begging but the in the long run, hopefully, it would reduce student/teacher harm.

Restorative Justice Options

MTS is a Restorative Practice School. This means that when the Behavior Team is working with discipline, we are providing the students with a restorative option to fix a situation or repair the harm that may have been caused in a given situation (ie fix it or consequence).

Teacher Role in the process

Restorative chats - circles

Teacher should always have follow up restorative chat/circle with students within 24 hours outside of the classroom setting to ensure that the relationship is continuing to be cultivated.

Parents should be called and documented in the parent communication log.

Parent Phone Calls

Parent phone calls will be made in the event that a student repeatedly violates school policy. Parent Phone calls can also be used in the restorative process as a choice i.e student can either fix the situation or we will make a parent phone call.

Detention

Lunch Detention/ISS can be issued for repeated school policy violations. If a student decides that they don't want to choose the restorative option, then a detention may be issued during lunch or breakfast. Currently, there is no after school detention option.

Cell Phones

When the Behavior Team is called to classrooms for a cell phone issue, the student will be asked to give the phone to the behavior staff or put the phone in their locker. The student can get their phone back at the end of the period. If the student doesn't pick either option, then the student can go to the solutions room until they decide to put phone in locker or until the period is over. **Recommend getting teacher more involved with RP: teacher speak to student before class begins outside of the room if cell phone issue happened earlier or anticipated cell phone issues possibly will occur.**

Breakfast/Lunch Monitoring

During Breakfast and lunch, the Restorative Team will be monitoring the lunch area. Restorative and staff presence will deter inappropriate behaviors in the cafeteria area and hallways.

Hallway Sweeps

If there are no students in the Solutions Room there should always be a Restorative staff in the halls to deter students from skipping class and leaving class without permission. If a student is caught skipping class, they will be sent to the Solutions Room until the end of the class period. If there is a student(s) in the solutions room then one staff will stay in the Solutions Room to supervise students while the second staff performs the hall sweeps.

The Restorative Team is expected to circulate through their designated building area consistently. Each person will be assigned a part of the building to cover and will be expected to walk through their assigned area during each period each and then be present for passing times. RT have tablets to document all interactions in hallways, etc.

Data Entry

When a student is seen by the Restorative Team, the student's behavior issue(s) must be tracked. Data entry regarding the student's behavior and whether or not the student chose to fix the problem or receive a consequence (outcomes) should be entered into the Discipline Referral form.

Weekly Data Check (I would like to start a weekly check-in meeting so student issues to not grow and get out of hand)

There will be weekly data analysis to review data and child find with Special ed and Restorative team.