## Discipline Incident Reported to Administration or Designee

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.

Parents are notified by the end of day and/or the end of investigation. Investigations can take days to complete. If a student is talked to as a witness only and there are no consequences, parents may not be notified.

Student (s) NOT sent back to

class and stays in the office or

parents are called.

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) (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.

California law permits school officials to interview students regarding disciplinary issues without the presence or prior consent of parents. This authority is grounded in legal precedent and the in loco parentis doctrine, allowing schools to maintain order and discipline effectively.