



Sarah Banks Middle School

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Excellence in Education Since 1998... We Are Banks

Refocus and Options Room Process

Refocus Process

- To help minimize classroom interruptions we will employ a process called **Refocus**
- The goal is to remove a student who is demonstrating disruptive behavior from the situation quietly and quickly without causing a disruption
- The student will then step out into the hall to fill out a Refocus Form, which helps the student to understand that he or she is demonstrating disruptive behavior and shows them how to get back on track in a positive way
- It is a de-escalatory process that minimizes missed class time
- This process has a progressive series of consequences ranging from: teacher/student conference, parent notification, administrative involvement and application of the WLCSD Code of Conduct

Option Room Process

- The purpose of our Options Room is to be a place where students may be asked to go if their behavior has become too disruptive to the classroom environment
- It is a spot for the student to regroup, reflect, and finish their work in a quiet setting
- When a student is sent to the Options Room the parent will be contacted by the teacher via email
- Repeated removal from the classroom to the Options Room may result in progressive discipline in accordance with the WLCSD Code of Conduct
- Code of Conduct Violations resulting in removal from the classroom will be entered into Skyward under a student's discipline record
- Students serving an IN School Suspension will do so in the Options Room

The refocus and options room process are being implemented in an effort to create and maintain a positive learning environment for all of our students and to create a positive teaching environment for our teachers.

