



STUDENT INCIDENT REPORT POLICY

Purpose

The purpose of the incident report policy is to give a clear framework for all stakeholders of the process from infraction to resolution. Having this process laid out in detail will give all students involved a good understanding in the event that they find themselves involved in a discipline concern.

Scope

This policy covers all students who may be involved in the incident. This policy also covers students involved in incidents that may happen around the school vicinity.

Policy Statement

As character development is a major part of the values RAIS wishes to instill in our students, the discipline of the students is integral to achieving this.

To meet the needs of each individual student and the students as a whole body requires a broad skeletal discipline policy.

Related Policies and Documents

1. Minor Classroom Incidents

The vast majority of disciplinary measures will be dealt with by the homeroom teachers, nannies, subject teachers, supervisors, and even staff members of RAIS. These will usually just be a conversation or minor punitive action related to the instruction. For example, cleaning the classroom to learn the consequences of throwing paper at a classmate.

2. Injury While Playing Outside at Break or Lunch

As during these times, the number of students that can be supervised to the level of in the classroom is so much bigger, The students' explanations of the incidents are usually the base for disciplinary action. This approach has benefits and drawbacks. The benefits are that the students learn very important social skills as

they often need to solve their own problems, and the drawbacks are that incidents may happen beyond the eye of supervisors.

3. Minor Intentional Violent Act - No Injury

If a student or a number of students are involved in a minor intentional act of violence, the homeroom teacher will be informed and the students will be disciplined by the homeroom teacher with possible intervention from the section head.

4. Major Intentional Violent Act

- If a student commits an intentional major violent act, the section head will be informed and the issue may be brought to the RDOC or leadership depending on the severity of the act.
- In the majority of cases, the parents of both parties will also be informed.
- If the situation dictates, the need to bring both sets of parents into the school may present itself.
- As a rule, a resolution that can be made that involves the least people will always be favored. Therefore, if the parents of both parties can be satisfied without having to have them meet would be most ideal.

5. Possession of Inappropriate Materials (alcohol/tobacco/vape/drugs/weapons)

- If any of the inappropriate materials listed above are found in the possession of a student, they will be immediately confiscated and the student's parents will be informed.
- The details will then be forwarded on to the Leadership Committee who will make the final decision of what disciplinary measures will be enacted.

6. Unique Cases

There will undoubtedly be disciplinary cases that fall outside of any box detailed. Therefore, these will be dealt with by the supervisor, subject teacher, homeroom teacher, section head, principal, RDOC, or Leadership Committee respectively depending on the severity of the concern.

7. Suspension

If the section head feels the student's behavior warrants suspension, the issue will be brought to the attention of the principal who will then bring it to the Leadership committee for a final decision.

8. Expulsion

If the principal, section head, guidance counselor feels that a student's behavior warrants suspension, the issue will be brought to the attention of the Leadership Committee to make the final decision.

Communication

- Homeroom meetings with students
- Student orientation
- Parent Orientation

Policy Review Cycle

- This policy will be reviewed once every three years.
- This policy was last reviewed by RDOC in January 2024.