

**NEAL MIDDLE SCHOOL
RESTORATIVE PRACTICE CENTER
PROCEDURES**

Each student assigned to the Restorative Practice Center (RPC) classroom and their parent must read these rules and procedures. The parent will be notified of RPC assignment via phone call, text, letter, or email by administration or the RPC coordinator.

RPC Procedures

1. All students must sign-in when entering the RPC classroom and complete writing assignment.
2. The dress code in the Student Code of Conduct will be strictly enforced in the RPC classroom.
3. Only school related materials are allowed in the RPC classroom.
4. Personal grooming of any type will not be permitted.
5. Chairs/desks are not to be moved in the RPC classroom. Leaning back in a chair will not be tolerated.
6. Students requiring medication will be allowed to go to the office/nurse for their medication after verification has been made with office staff/nurse by the RPC coordinator.
7. Students are to take all their belongings with them each day as they leave the RPC classroom, unless they have been given permission by the RPC coordinator.
8. The students will return the assignments completed in RPC to the RPC coordinator, who will make sure their classroom teachers receive it to be graded.
9. Each student's desk area must be clean prior to leaving the RPC classroom.
10. Breakfast and lunch will be provided to the students in the RPC classroom/cafeteria.
11. A schedule of restroom breaks, breakfast, and lunch times will be posted in the RPC classroom.
12. During a **SEVERE WEATHER DRILL, FIRE DRILL or EMERGENCY, REMAIN** in the RPC classroom. You will be instructed as to what to do by the RPC coordinator.
13. Students will be dismissed and escorted by the RPC coordinator to bathroom/water breaks, lunch, and dismissal at end of day.
14. Students will remain in RPC until all assignments are completed (per teacher's specification). This may add additional days to your assigned time.
15. Students must raise their hand and be recognized for all movements and actions in RPC.
16. There will be a required entry & exit session with the Dean of Students or RPC coordinator.
17. If a student can't comply with the rules of RPC, there will be an automatic assignment of additional days along with a conference with administration or counselor.
18. Four (4) RPC visits by any student in a 9-week period will result in required counseling sessions and behavioral plan.
19. Six (6) RPC visits by any student in a 9-week period will result in counseling sessions involving the parent.