



# *Ramona Junior High School*

## **Minor Incident Form Protocol**

### **Administrative Action**

1. Submit all Minor Incident Forms (MIF) to the office on Wednesday or sooner if student reaches 4 incidents by Wednesday.
2. Office staff sorts / counts / copies / files.
3. Administration is provided with MIF of students who have reached 4 total incidents.
4. On Thursday/Friday/Monday Administration meets with students to review/conference.
  - Reteach/ Practice Behavioral Skills
  - Connect to any additional support if appropriate
  - Determine appropriate consequences
5. Phone conference with admin and parent to discuss:
  - Concerns
  - Student input
  - Support needed
  - Consequence
6. Minor Incident Conference #1: Parent phone call and 1 hour after school detention  
Minor Incident Conference #2: Parent Conference and 2 hours after school detention  
Minor Incident Conference #3: Parent Conference, 3 hrs. Detention, Behavior Plan / Contract
7. Student provided with a copy of MIF and Detention Form to take home for parent review.
8. Email teachers of outcome.
9. Teachers/Staff: Continue to document on MIF as necessary.