Dear Parents/Guardians,

At John Muir Language Academy, we believe in fostering a positive and respectful learning environment for all students. As part of our commitment to this, we have developed a discipline procedure that emphasizes reflection and restoration for minor behavioral infractions. We believe that this approach helps students understand the impact of their actions and learn from their mistakes, ultimately promoting personal growth and responsible behavior.

When a behavioral incident occurs, our procedure typically includes the following steps:

1. **Discussion and Reflection:** The student is given an opportunity to reflect on their actions and discuss them with a staff member or counselor. This helps them understand why their behavior was inappropriate and how it affected others.

2. **Restitution:** Students may be asked to make amends for their behavior, such as apologizing to those affected, completing a task to repair any damage caused, or taking steps to prevent a similar incident in the future.

3. **Restorative Circles:** In some cases, a restorative circle may be organized involving the student, affected parties, and a facilitator. This circle provides a safe space for open and honest dialogue, allowing everyone involved to express their feelings and work towards a resolution.

4. **Supportive Interventions:** Students may receive additional support, such as counseling or mentoring, to address any underlying issues that may have contributed to their behavior. This support is aimed at helping the student develop positive coping strategies and make better choices in the future.

5. **Follow-up and Monitoring:** Our staff will follow up with the student to ensure that the behavior does not recur and that any agreed-upon actions are being implemented. This helps us track the progress of the student and provide additional support if needed.

We believe that by approaching discipline in this manner, we can help students learn from their mistakes, grow as individuals, and contribute positively to our school community. We appreciate your support in reinforcing these principles at home and encourage you to discuss them with your child.

If you have any questions or concerns about our discipline procedure, please do not hesitate to contact us. Thank you for your cooperation and support in creating a safe and respectful learning environment for all students.

Sincerely,
NeTassha Rendon, PhD
Principal
John Muir Language Academy