



## **Schrade Reflection Center Contract**

The following information is provided for your guidance and reference for students assigned to the Reflection Center. Read and review these rules and procedures very carefully. No exceptions to these rules or procedures will be made.

### **The following procedures apply to BOTH Level 1 and Level 2 Reflection Center placements:**

1. All GISD Student Handbook procedures will be followed at all times.
2. Reflection Center students must report to the front office by 8:30 AM to be escorted to the Reflection Center.
3. Personal electronic devices (cell phones, smart watches, airpods, tablets, and gaming devices) are prohibited in the Reflection Center. All cell phones are to be turned off and given to the teacher to be stored until the end of the day.
4. Students will not be completing any assignments on their Chromebook while assigned to the Reflection Center. All Chromebooks and chargers should be left in their backpacks.
5. All backpacks and personal items must be stored in the front of the classroom and should not be accessed during the school day.
6. All forms of communication with other students in the Reflection Center are not permitted.
7. Students should remain in their seats at all times, except for the chaperoned restroom breaks.
8. Students should keep their desk and immediate area clean and orderly at all times. Students may not write on the desk or other materials, other than on their assigned paperwork. Any writing on school property, other than on assignments, will be deemed as vandalism.
9. Students may not sleep or put their head down on their desk at any time while in the Reflection Center.
10. Students may seek help from the Reflection Center teachers by raising their hand and waiting for the teacher to recognize them.
11. Students will be escorted to the cafeteria to get their lunch tray and will take it back to the Reflection Center to eat.

12. Students must complete their reflection assignment prior to beginning their other academic assignments. The reflection assignment must be completed by the end of the first day in the Reflection Center.
13. Students are to complete all assigned work while in the Reflection Center. Additional days may be assigned if students fail to complete all assigned work. Additional work may also be assigned and may include one or more of the following: questionnaires, essays, worksheets, and/or apology letters.
14. Absences, including early dismissals or school cancellations, during the assigned Reflection Center days will require make-up day(s) upon return to school.
15. While assigned to the Reflection Center, students will be placed on the Loss of Privilege (LOP) list and are suspended from all school privileges and extracurricular events such as assemblies, sporting events, clubs, dances, and dress-down days.
16. Persistent misconduct while in the Reflection Center will result in additional days on Level 2 Reflection Center placement.

**In addition to the procedures above, the following applies to students in Level 2 Reflection Center placement:**

1. When assigned to Level 2 Reflection Center, students are not permitted to (a) ride the school bus to or from the school or (b) walk to or from the school.
2. Students must be brought to the school by the parent or guardian. Both the student and the parent or guardian must report to the front office by 8:30 to sign-in the student.
3. Level 2 placement students **must** be picked up and signed out by a parent or guardian in the front office at 3:30 pm. Students who are not picked up by 3:30 may result in additional days in the Reflection Center.

**ACKNOWLEDGEMENT:**

I have reviewed the Schrade Middle School Reflection Center Contract with my student and understand that failure to comply with any of the aforementioned items will result in further disciplinary action.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_