

RTC Coordinator Procedures

1. Student enters with a Green Referral Form
2. Student Signs-In
3. Coordinator will assign seat
4. If needed, the student will be provided a cool off period.
5. Student will complete the RTC Reflection Sheet
6. Coordinator will review the Reflection Sheet and discuss strategies to avoid
7. Coordinator will notify the student when the teacher is available to negotiate their return.
8. Coordinator will notify the teacher of the scheduled negotiation by email.
9. Student will return to the next class unless coordinator feels he/she needs more time to de-escalate. Students only return to classes during passing periods.

What to do with the Referral Form?

- If the student was able to successfully work through the RTC process, the form should be kept in their file within the library.
- If the student was unwilling to work through the RTC process, please mark that on the Referral, and submit to the principal's mailbox at the end of the day.

What to do if a student is disrespectful?

- Try not to take it personal. It is often just miss directed anger.
- Give them time to calm down and reflect
- If the disrespect continues, send them directly to main office, indicate their behavior on the referral and submit to the principal.

How to deal with frequent RTC assigned students?

- Please notify the principal when a student has logged five visits and every five visits going forward. (5, 10, 15, 20, etc...)