

ACCOUNTABILITY PROCEDURE

Responsibility - Ownership - Grace - Education - Redemption

DOCUMENT INCIDENT

- RA, RD, and Campus Safety write up their own involvement with incidents
- Submit all incident reports to Charlie ASAP. Email your RD incident report (for incidents you are either involved in or acutely aware of) to Charlie using the form on your RD Resource Disk
- Be sure to check student files for previous violations/reoccurring behaviors

NOTIFY STUDENT OF VIOLATION IN WRITING

- Write letter(s) to all students involved in violation
- List policy #s and excerpts of all policies violated within the body of the letter
- Determine if the violation requires only a written warning. (See list of warnable offenses) Warning letters may be sent directly to a student's mailbox.
- Letters requesting a meeting with students or that outline sanctions must always be hand delivered by the RA/RD.
- Supply student with specific guidelines/deadlines for setting up a meeting with you
- Cc people who need to know (Charlie, Shino, and/or Chief Holland)

MEET WITH STUDENT (S)

- Discuss the nature of their violation and how you came to know about it.
- Listen to them for the "what" and "why" of their actions.
- Discuss how their actions impact community/others, alternative choices, things they may have learned, and possible sanctions. Get prior clearance from Charlie for all sanctions.

FOLLOW-UP

- Send follow up letter providing brief summary of your prior meeting with the student and outlining all sanctions. Be sure to include specific information such as deadlines, duration of probation or privileges taken, etc.
- If a sanction requires a written response (i.e. apology letter, reflection paper), community service, or a significant restriction, please schedule a follow up meeting with the student (after they've completed their sanctions) to debrief their sanction.
- All sanctions must be followed. Notify Charlie of any students who have failed to comply.

WRAP-UP (PAPER TRAIL...)

- Incident Reports must go to Charlie as soon as you know about the incident
- Sanctions must be discussed with Charlie before you give out to students.
- When you are done with the entire process (including follow-up letters, sanctions, etc.) please staple and put everything and file it in the student file. (no envelopes or loose papers, please...)
- Use your weekly filing time to keep yourself current and caught up on your accountability filing.