

Discipline

To achieve the goal of providing quality enrichment programs for children in an environment of cooperation and respect, all staff members utilize positive discipline practices to ensure a cooperative, safe, and caring environment. These policies and practices are parallel and consistent to those of the school and classroom and conform to the school's discipline policy focused on avoiding injury and/or property damage. Children unable to abide by the behavior policy may be dismissed from the program based on Leon County Schools Student Code of Conduct.

- 1st **Verbal Warning** - Child is given a verbal warning and instructed to correct his/her behavior.
- 2nd **Refocus**- Child is put in "Refocus" - "away" from the activity or from the other children.
- 3rd **Group Reassignment** - Student is reassigned to another group for two weeks.
- 4th **Written Correspondence** - Signed by EDEP director, principal and parent.
- 5th **Written Referral** - Sent to administration. Two additional referrals student will be suspended from the program.
- 6th **Parent Conference** - EDEP director, teacher and parent.

Any two referrals to administration will result in dismissal from program

The director reserves the right to skip any step in the discipline policy if a child is deemed to be out of control. The parent/guardian will be called to immediately come to pick up the child for the remainder of the day.

Immediate Dismissal

Children who have repeated difficulty behaving appropriately will be temporarily suspended or permanently dismissed from the program. If the child's behavior poses a danger to him/herself or others or to property; or if your child is willfully defiant of staff and/or Child Development rules/procedures, steps one through six do not apply and the student will be dismissed from the program. **Children being dismissed from the program may be subject to a one calendar year suspension.**

Parent Conference

A parent conference may be required anytime a student is unable to follow the EDEP rules.

Behavior/Discipline Contract

Please review the policies and procedures with your child, sign the Behavior/Discipline Contract, and return it to the EDEP Staff prior to the first day of attendance.

Extended Day Enrichment Program Rules

- Students are to follow directions the first time they are given.
- Keep hands, feet, mouths, and objects to yourselves **AT ALL TIMES**.
- Stay in your assigned areas.
- **NEVER** leave the supervision of an adult without permission.
- Proper use of all facilities including restrooms.
- Use materials, supplies, and indoor or outdoor equipment properly.
- **Always treat others with respect and never use foul language, call names, tease or bully others.**

Appropriate Behavior

The Extended Day Program recognizes, rewards, and supports the students' use of "positive behavior". Rewards and privileges recognizing appropriate behavior may include group parties, individual and group points, extra snacks, and extra free time on the playground or verbal praise. Contact your child's counselor **and** the program director regarding your child's behavior so that you can support and reinforce the student's good conduct.

Inappropriate Behavior

Examples of inappropriate and unacceptable behaviors include:

- Not following directions, the first time they are given
- Leaving assigned areas without permission
- Use of foul language
- Threatening the health or safety of others,
- Touching other students that could lead to injury or be considered assault (hitting/kicking/scratching/biting/choking others, throwing rocks, dirt, sticks, etc.),
- Destroying of property
- General disrespect, defiance or noncooperation.

If a child is deemed to be out of control, the parent/guardian will be called to immediately come to pick up the child for the remainder of the day. Children who have repeated difficulty behaving appropriately will be temporarily suspended or permanently dismissed from the program.

Depending upon the seriousness of the behavior, written warnings and/or "time out" may be given immediately as determined by the staff.

Suspension or Termination (Student)

- If a student receives two (2) written warnings within a two-week period, parents/guardian will be given the first notice of possible termination from the program and a **mandatory five (5) day suspension from the program**. Parents/guardian will be required to contact the Director and schedule a meeting to discuss a specific plan to correct the child's behavior. The child may not attend the program until after the conference has taken place.
- Immediate suspension or termination from the Extended Day Enrichment Program may occur if the child's behavior poses a danger to him/herself or others or to property; or if your child is willfully defiant of staff and/or Extended Day Enrichment rules/procedures.
- Suspension and/or termination from the program may take place if a student has continual and repeated violations of program rules/procedures.

Suspension or Termination (Parent)

The Extended Day Enrichment Program reserves the right to suspend and/or terminate participants due to the actions of parents/guardians. Suspension and/or termination may occur for any of the following:

- Repeatedly being late in picking up children from the Extended Day Program.
- Repeatedly being late and/or for non-payment of tuition fees.
- Inappropriate behavior towards the staff or other school district employees – use of inappropriate language, being verbally or physically threatening or intimidating, any physical aggression and/or damage to property.
- Disregard for or refusal to follow the Extended Day Program's procedures and guidelines.

I, _____, agree to follow the expectations and rules of the Extended Day Enrichment Program and will follow the directions of the staff.

Student Signature

Date

I, _____, have read the Behavior Contract and have discussed it with my child. I agree to abide by this contract and to support the EDEP staff as it may pertain to these rules and expectations.

Signature of Parent/Guardian

Date