



EVERYBODY HAS RESPONSIBILITIES

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The After-School Program works very hard to recognize outstanding, respectful behavior and has established a rewards system for those who contribute positively to the program.

DISCIPLINE

Discipline will be administered and maintained in a positive manner, which is youth-oriented and contributes to a child's development. **After School Program students will be required to follow established regular day school rules.** The regular day Principal works closely with the Site Coordinator to establish consequences for misbehavior. Parent and or student behavior that is disruptive, harmful, or causes injury to others may result in the following disciplinary actions:

- **FIRST OCCURRENCE** – *Verbal Warning/Incident Report*
- **SECOND OCCURRENCE** – *Incident Report/A time-out will be assigned*
- **THIRD OCCURRENCE** – *Incident Report/A conference will be scheduled with the child, parent(s,) and staff. Possible suspension ranging from one day to two weeks.*
- **FOURTH OCCURRENCE** – *Continued offenses may result in the child's suspension or dismissal from the program.*

PARENT COOPERATION AND INVOLVEMENT IS APPRECIATED!

We have read this document and will do all within our power to be responsible for our actions to assure that the After-School Program is a safe place for all students and After-School Program staff.

Student's Signature

Date

Parent's Signature

Date

Parent's Signature

Date