



EVERYBODY HAS RESPONSIBILITIES

Students' Responsibilities

- Attend the program regularly, except when in accordance with the established "Early Release Policy"
- Do the work assigned in class as homework during the Homework Hour
- Be attentive when After School Program staff is talking/giving instructions
- Follow all regular school day rules and behavior guidelines
- Always communicate with the After-School Program staff when an issue arises
- Always be safe, be respectful, be responsible

Parent's Responsibilities

- Assure your child attends the program regularly, except when in accordance with the established "Early Release Policy"
- Review your child's completed homework
- Be on time to pick up your child (6:00 p.m.)
- Call the After School Program Site Coordinator when your child will be absent from the program
- Always communicate with the After School Program staff when an issue arises
- Always be safe, respectful, and responsible; never use foul or threatening language

Discipline Plan

In order to ensure a quality learning experience for your child and all the students at the After School Program, we have developed the following discipline plan. We feel that each student in the After School Program is entitled to a safe and respectful school environment. We believe that all our students and parents can behave in a manner appropriate to school, and that each student and parent can be held accountable for behavior that disrupts or inhibits the educational process.

The general rules for behavior are as follows:

- Treat others as you would want to be treated
- Treat others with respect
- Follow staff directions
- Use appropriate language
- Use equipment and materials properly
- Stay in assigned area
- No rough play
- When in doubt, ask staff