

## Student's Rights and Responsibilities

### 1. Rules of Conduct

Young people participating in our programs must:

- Show respect for each other and for staff.
- Follow program rules and directions
- Behave responsibly
- Use appropriate language
- Exhibit appropriate and non-threatening behavior

There is 0 tolerance for Violent or aggressive behavior .

### 2. Discipline

When children are involved in misbehavior, staff members will intervene appropriately. Under no circumstance is corporal punishment to be used.

The expectation for all students is to learn, cooperate, work together and be involved in program activities. The following states the procedure that will be in place to handle poor behavior issues:

Each child has an opportunity to correct his/her behavior in the program. The steps they will follow are detailed below:

**1. Warning**-the child is warned about his/her behavior and reminded about how children are expected to act. This will be clearly stated to the child as a warning and the next step will be loss of a privilege.

**2. Time Out/Loss of a Privilege**-the child will be warned a second time and will be removed from the activity for a period of time.

**3. Separation from the group**-a child will be withdrawn from the group for an entire activity, and at this time, a behavior report is completed on the child. Depending on the severity of the action, parents may be called to pick up their child immediately.

When a child does not change his/her behavior and the 3rd step is reached, the following documentation will be delivered:

1. **First offense**-The first time a behavior report is sent home, the parent will review it with his/her child, sign it, and deliver it to the program the next day.

2. **Second offense**-The second time a behavior report is sent home, the parent will review it with his/her child, sign it, and deliver it to the program the next day. The Site Director or After School Director will request a conference with the parent.

3. **Third offense**-Same as above, but a conference with the Director of School Based Child Care Programs or After School Programs Director will be held with the parents and Site Director/After School Director based at the site.

At the 3rd offense meeting, a behavior plan may be introduced for that child with a specific timeline for improvement. All members of the team (parents, Site Directors, Administrators, school staff if necessary) will work together to help the child better function in the program. If there is no changes in behavior in the agreed upon timeline, Family Support Services has the option to ask the child to leave the program. It must be stressed that the above actions will be based on the severity of the behavior. Any behavior deemed unsafe for program staff and clients may cause immediate removal from our program. FSS' main goal in our program is to keep all children safe, and that cannot be achieved with students who are harm to themselves and others.

**Behavior Report**

**Name of Child:** \_\_\_\_\_

**Date Incident Occurred:** \_\_\_\_\_

**Staff Members Involved:** \_\_\_\_\_

**Description of Incident:**

**Next Steps Taken By the Staff Member:**

**Offense Number: 1 2 3**

**Conference Requested: Yes No**

**Staff Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Child Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

