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**Brownell Elementary
Community Learning Center**

**Before and After School Program
Discipline Policy**

A discipline guide for families whose children are
enrolled in the Before and After School Program
at Brownell Elementary

August 2007

Management Plan

Referrals to the program will be reviewed by CLC Site Supervisor

CLC enrollment forms will designate any medications and purpose for use.

A parental survey will be completed for each youth for further information sharing within 2 weeks of enrollment.

Behavior contracts will be signed by the youth and parent within 2 weeks of enrollment.

CLC Site Supervisor will work with school officials in attending any team meetings or receiving necessary information (with appropriate releases signed if requested by the parents) in working in the best interest of the child.

Should a critical incident occur during program operations, an incident report shall be completed by staff present and reviewed by the Site Supervisor. Parents will be notified and the incident report will be shared with the parent on the day of the incident.

It is the mission of Brownell Elementary and the Community Learning Center initiative to challenge children in a safe and enjoyable environment, and to encourage children to pursue their goals and achieve them to their fullest potential.

The Brownell Elementary school rules are:

1. Act respectfully.
2. Act responsibly.
3. Act safely.

The Brownell Elementary discipline policy will serve as a guideline for the Before and After School Program in maintaining those rules. Additionally, use of the following discipline policy will provide a safe and respectful environment for all participants.

Discipline Policy

When a child is behaving inappropriately during Program hours, he/she will be addressed by a staff member regarding the behavior.

A warning for the behavior will be given. This may require a reminder of the rules of the Program.

A second warning for disruptive behavior will result in a five minute "time-out." The child will be placed at a table away from others.

A third warning could result in privileges being taken away for the following two days the child is using the Program. These reduced privileges could include, but are not limited to:

- No outdoor time.
- No use of a particular game or activity.
- Having snack away from other children.

For behavior that results in an unsafe environment for the child displaying the behavior and/or other children using the Program, the following procedure will be used:

- The child will be addressed by a staff member and placed in an area that provides him/her with a safe environment.
- Accounts of the behavior will be given by the staff member who witnesses the behavior and the child to the Site Supervisor or Lead Staff. Documentation will be used.
- Parents will be notified regarding the behavior.
- A safety plan will be devised with the parents, guardians, child, Site Supervisor, Lead Staff and proper school officials to ensure the behavior will not happen again. Parents and/or guardians may be required to sign a *release of information* form.
 - A repeat of the behavior could result in suspension and/or removal from the Program.

Warnings can be given for:

- Swearing
- Hitting
- Fighting
- Bullying
- Not following a direction after repeated asking
- Bothering a child in "time out"
- Disrespect to staff or other students
- Lying to staff
- Asking more than one staff the same question
- Using the telephone without permission
- Talking back
- Destruction of Brownell property/equipment
- Stealing
- Throwing rocks
- Wrestling or roughhousing
- Running in the school

○ This list is subject to change any time.

I have received, read and understand the Brownell Elementary Before and After School Program Discipline Policy and will comply with all areas of the policy to the best of my ability.

Signature

Date