



Discipline Policy

Joelton Elementary Extended Care (JEEC) is committed to providing quality care that enriches the lives of students and their families. We want everyone to have the best experience possible. To ensure this, we have guidelines and expectations in place that are aimed at making sure everyone has a positive and safe experience. To go along with these, we also have discipline procedures in place.

Guidelines and Expectations:

1. Follow instructions from staff promptly to ensure safety. While all instructions are not imminent to keeping everyone safe, a student who cannot follow simple instructions (walk in a straight line), could jeopardize the group in the event of a safety emergency.
2. Respect all students, staff, equipment, and property. (This includes no insults, teasing, threats, or bullying.)
3. Keep hands, feet, other body parts, and all objects to yourself unless part of a staff led activity. There will be no hitting, biting, fighting, play fighting, playing doctor, etc. The following exceptions shall be made:
 - a. Appropriate, mutual, platonic hand holding, high fiving, and hugging in public.
 - b. Helping another student (say if they need help to get up or are struggling on playground equipment).
 - c. Appropriate tag during a game of tag or two-hand touch – this should be on the back above the bottom but below the head or on the arms and should NOT cause a student to fall down.
4. Always remain with assigned staff members unless given permission to leave the group. This includes remaining outside when we are outside, and not prematurely exiting a space when we are in line to move to another location.
5. Use appropriate language while at JEEC; this means no cursing or inappropriate vulgar or sexual discussions or gestures.
6. Clean up after yourself throughout the day – make sure we are not playing with snack and that our trash goes into the trash can; pick up playground equipment or indoor play equipment when you are finished with it.
7. Keep private parts to yourself.

Playground Rules:

These are reviewed with students daily before going outside but printed here so that everyone will know.

1. No playground equipment (balls, jump ropes, etc.) on the playground equipment.
2. No tag, jump ropes, or playground balls on the playground equipment.
3. Go down the slides not up them.
4. Follow guidelines and expectations listed above (we will specifically remind about keeping hands to ourselves, obeying staff, and respecting.)
5. Students will not be allowed to linger far away from supervised areas (on the far side of the field by the road, for example).
6. Stay in the area. Students may not go inside or exit the area without a teacher's permission – even a parent is in sight, students should check in with the teacher before separating from the rest of the group outside.

Our Philosophy:

We will talk to students in terms of **respect**, **responsibility** and **relationship** as these terms summarize the rules above. Whenever possible, we will intervene before a major disciplinary action occurs – this will be done by maintaining proper ratios, always scanning the areas/students each teacher is responsible for, and stepping in if a group of students are playing exceptionally loud (or exceptionally quiet). We will work to redirect problematic behavior before legitimate problems arrive and will help students develop the social, self-regulation, and cooperation skills they need to be successful.



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Discipline Procedures:

There will always be instances when student need correction. They are children and we expect this, however, we cannot tolerate students who willfully and harm other children. In these instances, the first steps may be bypassed.

1. **Verbal Warning.** Staff will warn the student and attempt to redirect behavior. At this step we will talk with children and utilize a calm down location and/or activities (a book, fidget toys, etc.) if the situation warrants.
2. **Time Out/Alternate Activity.** Staff will ask the child to sit quietly in a designated location. The child shall not sit for longer than one minute per year of age. After a time out, the student may or may not be allowed to return to the troublesome activity. If the situation warrants, we may also utilize a calm down location and/or activity at this phase of discipline.
3. **1st Parent Contact.** The parent or guardian will be notified at pickup or by phone call that the student has violated JEEC rules. The parent will sign a confirmation of notification and be made aware that further disciplinary action may be taken if the misbehavior continues. At the director's discretion, parents may receive updates of children who are having a difficult time; these will not be considered an official parent contact unless the parent is asked to sign a document. These less-official notifications are given so that parents can partner with JEEC staff to avoid the need for an official parent contact.
4. **2nd Parent Contact.** The parent or guardian will be contacted to pick student up immediately, and the student will either receive a 3 day suspension or will have to spend 2 weeks in an alternate situation while at JEEC (an example would be having to go with a different group of children or be disallowed from a certain activity for a longer period of time). This alternate will be offered at the Site Director's discretion (dependent on offence and availability of staff to accommodate an alternate situation) and only implemented with parental agreement. The parent will receive an incident report and will sign it as a confirmation of notification.
5. **3rd Parent Contact.** The parent or guardian will be contacted to pick student up immediately, and the student will be suspended for one week. The parent will receive an incident report and will sign it as a confirmation of notification.
6. **Dismissal from Program.** The parent or guardian will be contacted to pick student up immediately and the student will not be eligible to return for the remainder of the semester. If there are less than 30 school days remaining in the semester, the student will not be eligible to return for at least 30 school days. Parents can either continue to pay to reserve their spot or the student will be placed on the waiting list for re-admittance into the program.

Additional Information/Accelerated Steps:

The student does not have to exhibit the same misbehavior to progress to the next step in the discipline procedure. For example, if a student is having trouble listening and ends up in timeout after attempts to redirect and warnings, and then later destroying another student's property, that student will receive a first parent contact. As aforementioned, the discipling process can be accelerated in the event of serious misconduct. An example would include intentionally striking or threatening another student. The decision for acceleration will be made by the Site Director in consultation with any teachers who observed behavior and the Executive Director.

Incident Report:

Incident reports will be completed by JEEC staff and furnished to parents for their review within one business day. Reports will contain the date, place of incident, names of staff present, detailed description of the incident, signature of Site Director, corrective plan of action, and indicate which step in the discipline process the student is on.

Confidentiality:

All conversations with parents and guardians regarding incidents will be kept confidential. Please note that if multiple children are involved in an incident, staff will not discuss consequences issued to a child who is not your child with you. Two students involved in the same incident may be at different stages in the discipline process.

Parent Conduct and Process of Dispute:

JEEC seeks to treat students and families with respect, and parents and guardians are also expected to display professionalism in all inquiries and disputes about discipline decisions and incident response. All program and/or staff issues should be directed to the Site Director or Executive Director, not to the teachers.