

UNION 38 OUT-OF-SCHOOL TIME PROGRAM

CHILD GUIDANCE and BEHAVIOR MANAGEMENT POLICY

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program.

The OSTP use positive guidance methods including reminders, distraction, logical consequences and redirection. The following guidelines have been established to encourage appropriate behavior.

Students are responsible for:

- Asking a teacher before leaving a location
- Walking quietly in the halls
- Going directly to and from activities
- Showing courtesy and kindness to others
- Treating materials and school property with respect
- Removing hats when inside
- No gum, candy or soda
- Using appropriate and polite language

SAFETY AND NON-VIOLENT POLICY

All children are entitled to learn in a non-violent and peaceful school environment. The child's day should be free from bullying, threats, teasing, acts of violence, and exposure to violent games, literature, or objects that are considered violent in nature. Furthermore, the OSTP takes a pro-active position by modeling respect for each other and the environment; and teaching and integrating peaceful conflict resolution skills in our program. We promote the child's developmentally appropriate social behavior, self-control and respect for the rights of others.

BEHAVIOR MANAGEMENT

In our OSTP community, everyone has a right to a safe and positive learning environment. The program's schedule and design minimize situations that may lead to a child having difficulty controlling his/her own behavior. Helping students to practice self-discipline is one of the many goals of the Out-of-School Time Programs. Students and OSTP staff work together at each program to outline rules, expectations, proper behavior, and logical consequences for inappropriate behavior. Staff receive training in conflict resolution and mediation to assist students in solving problems on their own whenever possible. Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Children are expected to work and play within know limits.
- Behavior expected of children is age appropriate and according to development level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others.
- Staff members thrive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feeling and control them responsibly.

A parent/guardian is required to sign a copy of the Child Guidance and Behavior Management Policy for each child at the time of enrollment. When an incident occurs, parents/guardians will be made aware of the child's behavior. If the difficulties continue, an Incident Report will be filled out and staff will work with the child to resolve the behavior problem. Parents/guardians will be notified and a behavior plan will be set up. This is sent home for the parent/guardian to sign and return to the program and is kept in the child's file. The staff, child and parent/guardian will work together to resolve the issue. If a child receives two or more incident reports in a month, the child will be suspended from the program for at least a day. A meeting will be set up with the parent/guardian to develop or discuss further strategies. If a child is suspended for repeated offenses, termination/dismissal procedures may begin.

A parent/guardian's refusal to sign a Child Guidance and Behavior Management Policy or Incident Report does not excuse inappropriate behavior of a child and does not prevent dismissal of the child if behavior warrants dismissal.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program. Repeatedly disruptive or dangerous behavior will be discussed with the child's parent/guardian and will result in loss of privileges or activities, suspension or termination from the program.

Disciplinary Procedure:

If a child has specific behavior issues, every effort will be made to implement a behavior management plan consistent with efforts being made at the child's home and school. If a child's behavior indicates that the OSTP is not able to meet his or her needs, the Site Coordinator and Director will contact the child's parents/guardians to arrange a meeting. Within ten days of the meeting, in keeping with the conclusions of the meeting, a behavior plan will be developed that establishes reasonable, attainable objectives for the child. A copy of the plan will be given to the staff and to the child's parents/guardians. This plan will be reviewed periodically to see if the objectives are being met. If the Site Coordinator and Director feels the program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the OSTP reserves the right to terminate the child's participation in the program.

Any child who does not accept the rules and expectations of the program, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's participation in the OSTP. Parents/guardians are responsible for any damage imposed by their child to the OST materials or equipment, program area or Union #38 property.

Suspension and Dismissal

If a child is consistently exhibiting dangerous, uncontrollable, or violent behavior, suspension and/or dismissal from the program may be necessary. At the discretion of the site coordinator, and Director of Out-of-School Time Programs, (and may include the school principal), the child may be suspended or permanently dismissed from the OSTP. A meeting will be set up with the parents to discuss possible disciplinary actions or immediate dismissal if necessary. Parent will be responsible for tuition for days a student is suspended and through the end of the month in the case of dismissal.

Behaviors that warrant suspension or dismissal (includes but not limited to):

- Consistent disruptive behavior
- Fighting
- Bullying behavior
- Threatening to harm or using threatening language.
- Profanity or Swearing
- Harming another child or staff
- The use of drugs and/or alcohol
- Possessing weapons on school grounds or in the buildings (guns, knives, or any objects used as a weapon)
- Setting off a fire alarm

*The Out-of-School Time Program strictly forbids the use of corporal punishment, cruel or severe punishment, humiliation, sarcasm, or verbal abuse as forms of punishment or discipline. No student shall be denied food or shelter as a form of punishment. No child shall be punished for soiling, wetting or not using the toilet. Corporal punishment, including spanking, is prohibited by staff.

BULLYING POLICY

- The OSTP adheres to the Bullying policy and procedures for Frontier Regional and Union 38 Schools as follows:
 - A. Bullying is hereby prohibited by the Frontier Regional and Union #38 School Districts:
 - on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned leased or used by the Frontier Regional and Union #38 School Districts, or through the use of technology or an electronic device owned, leased or used by the Frontier Regional and Union #38 School Districts; and,
 - at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned leased or used by the Frontier Regional and Union #38 School Districts, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process, the orderly operation of the school or the working environment.
 - B. False accusations of bullying or retaliation shall be subject to disciplinary action.
 - C. For more information, please refer to your school handbook and/or website.

Parent's/Guardians of any child that is suspended or dismissed from the program for inappropriate behavior are responsible for:

- Tuition for the day of the suspension and/or through the end of the month if the child is dismissed from the program.

- Transportation or arrangement of transportation from the program within one (1) hours of being notified that their child is being suspended or dismissed from program for inappropriate behavior.

If you have any questions or concerns about the above outline or regarding your child's specific behavioral needs please contact Janet Seredejko, the Program Director at (413) 665-1155.

I, _____, have read, understand and will abide by the Child Guidance and Behavior Management Policy and I will discuss these expectations with my child.

Parent/Guardian's Signature

Date