

# Before School Program - Behavior/Discipline Contract

Please review the policies and procedures with your child, sign the Behavior/Discipline Contract, and return it to the Before School Staff prior to the first day of attendance.

## Before School Program Rules

- Students are to follow directions the first time they are given.
- Keep hands, feet, mouths, and objects to yourselves **AT ALL TIMES**.
- Stay in your assigned areas.
- **NEVER** leave the supervision of an adult without permission.
- Proper use of all facilities, including restrooms.
- Use materials, supplies, and indoor or outdoor equipment properly.
- **Always treat others with respect and never use foul language, call names, tease, or bully others.**

## Inappropriate Behavior

Examples of inappropriate and unacceptable behaviors include:

- Not following directions, the first time they are given.
- Leaving assigned areas without permission.
- Use of foul language.
- Threatening the health or safety of others.
- Touching other students that could lead to injury (hitting/kicking/scratching/biting/choking others, throwing rocks, dirt, sticks, etc.)
- Destroying of property.
- General disrespect, defiance, or noncooperation.

The TSMS Code of Conduct Rules that apply during the school day will be applied to Before School Program. Warnings will be given to children that are not following the rules outlined by the TSMS Code of Conduct and the Before School Program Parent Information Packet. A signed Discipline/Behavior Contract must be signed and returned prior to the child enrolling in the Program.

Minor violations in or outside of the classroom will be handled by the issuance of Conduct Points. Students' violations will be recorded by the teachers or other staff by the help of a computerized Conduct Log system. Parents and students will have online access to the recorded information at TSMS Connect.

Major violations of the student code of conduct result in a Disciplinary Referral Form. The Disciplinary Referral Forms are investigated, and consequences are assigned by an administrator. Parents are notified of the consequences by either phone call, notice letter sent by student, or US mail. Assignments of consequences are progressive.

Students may be denied Before School Program privileges when behavior is inappropriate. Staying in Before School Program is a privilege. Students who wish to enjoy 3<sup>rd</sup> this privilege must abide by the above rules and regulations in order to ensure safe and orderly conduct. Students receiving four or more Before School Program conduct reports or students who engage in severe Before School Program misconduct, may be suspended from the program for 1 to 10 days, or may lose the program privileges for the remainder of the school year. Parents will be notified of Before School Program violations. Any subsequent written referrals may be treated at the next higher level, regardless of the nature of the offense.

Failure to abide by these safety procedures will result in the following sequence of events:

First Offense	one (1) to three (3) days BSP suspension
Second Offense	three (3) to five (5) days BSP suspension
Third Offense	six (6) to eight (8) days BSP suspension
Fourth Offense	nine (9) to ten (10) days BSP suspension, or for the remainder of the year depending on the severity of the infraction.
Fifth Offense	student will be suspended from attending BSP for the remainder of the school year.

**Suspension or Termination (Parent)**

The Before School Program reserves the right to suspend and/or terminate participants due to the actions of parents/guardians. Suspension and/or termination may occur for any of the following:

- Repeatedly being late in picking up children from the Before School Program.
- Repeatedly being late and/or for non-payment of tuition fees.
- Inappropriate behavior towards the staff or other school employees – use of inappropriate language, being verbally or physically threatening or intimidating, any physical aggression and/or damage to property.
- Disregard for or refusal to follow the Before School Program’s procedures and guidelines.

I, \_\_\_\_\_, agree to follow the expectations and rules of the Before School Program and will follow the directions of the staff.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I, \_\_\_\_\_, have read the Behavior Contract and have discussed it with my child. I agree to abide by this contract and to support the BSP Staff as it may pertain to these rules and expectations.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_