

Lassen After School Program Disciplinary Action Steps

CITIZENSHIP

All children are expected to display good citizenship while attending the Lassen After School ASES program and must have enough maturity not to wander off or leave the site without permission. They must also be able to work cooperatively in a large group setting. ASES is a "Hands Off" program. Any child who abuses anyone or anything will be subject to immediate disciplinary action, as determined by the Program Leader or Site Coordinator, with coordination of the Program Director.

Discipline is typically in the following order:

The ASES program uses discussion, redirection, and "time-out" as a means of discipline for inappropriate behaviors. If a behavior escalates, continues, or is beyond using these methods, one of the following two reports will be used to document and address the behavior based on the type and severity of the incident.

Warning Reports:

A Warning Report is issued to a child and parent/guardian as a written notification that there is either an ongoing behavior problem, or that an incident occurred that a Program staff member deems necessary to formally discuss with a parent/guardian.

1. When a staff member fills out a Warning Report, you and your child will be asked to sign it.
2. There are no program consequences for an individual Warning Report.
3. Copies of the Warning Reports are kept at both the actual site and the Lassen County Office of Education program office.

Behavior Reports:

A Behavior Report is issued when a behavior has occurred that has either been a continual problem that has not been resolved through other methods of discipline or a single behavior that is severe or unacceptable.

1. When a leader fills out a Behavior Report, you and your child will be asked to sign it.
2. Upon receipt of a third Behavior Report, the child will be suspended from the program for the following program day, with coordination of the Program Director. A meeting will be set-up with the Site Coordinator, Parents/Guardians, and Program Director.
3. Upon receipt of the fourth Behavior Report, the child will be suspended for the period of five days, with coordination of the Program Director.
4. Upon receipt of the 5th Behavior Report, the child may not attend the program for one month, with coordination of the Program Director.
5. After one month has passed, a meeting will be held with the Site Coordinator, Program Director, and Parent/Guardians to discuss the re-admittance and to create an action plan. If the action plan does not work we will have to exit the child for the remainder of the program year.
6. Copies of these reports are kept at the site and the Lassen County Office of Education program office.

Notwithstanding the above discipline policy, the ASES program staff reserves the right to immediately call the parents/guardians and remove a participant from the program for the remainder of the day, and/or suspend a participant at any time, with coordination of the Program Director, for the following reasons:

1. Non-Cooperation
2. Physical or verbal abuse of another child or leader.
3. Possession of a weapon on school premises or while under the care of the ASES program.
4. Any conduct that is a threat to the health, safety, or welfare of the staff or other program participants.
5. Lack of cooperation by parents/guardians.
6. Continual late pick-ups.

Please Note:

1. At any time, a parent has the option to request a conference with the Program Site Coordinator and the Program Director.
2. A parent's/guardian's refusal to sign a warning or behavior report does not negate the validity of the report.
3. Children who are suspended from school will not be accepted at any Lassen After School ASES program during the time of their suspension.