

## **North Reading Parks & Recreation Behavior/Discipline Policy**

North Reading Parks & Recreation seeks to serve children and families in the best possible way. Positive discipline and consistency of consequences is necessary for the safety and enjoyment of the children. The following policies will guide the Parks and Recreation staff in dealing with behavior. While misbehavior can be expected from time to time from all children, misbehavior will be handled in a consistent fashion so as to help the child learn and grow. Because misbehavior also has varying degrees, the staff will handle each situation according to the following steps:

### **STEP ONE: CONFLICT RESOLUTION WITHIN THE PROGRAM**

A child who shows a lack of respect for people, property or rules will receive a verbal warning and will be asked to take a break from the conflict. Physical aggression towards self or others will constitute automatic suspension (see STEP THREE). All incidents will be logged in our incident report log and a parent/guardian must sign off at the end of the day so they are aware of the incident.

### **STEP TWO: PROBATION WITHIN THE PROGRAM**

If a second incident of showing a lack of respect for people, property or rules occurs during the same day, the incident will be documented again and a parent/guardian must sign off at end of day. The Director may choose to make a phone call to parent/guardian should he/she feel it is warranted. The child will be placed on probation for 10 days, during which time the staff will continue to work with the child on conflict resolution skills.

If a second notification and documentation occur within a 10 day period, a parent conference must be scheduled and a specific plan to help the child modify behavior will be put in place before the child can return to the program.

If a third notification occurs, the child will automatically be suspended for a least one program day.

### **STEP THREE: SUSPENSION OUT OF THE PROGRAM**

A child will be placed on suspension for a period of up to 10 days for any of the following reasons:

1. A child has received three written warnings regarding their behavior during a 10 day period.
2. A child has demonstrated at-risk behavior through an act of physical aggression, including bullying, which has placed another individual in imminent danger. In this case, prior written warning is not necessary, as it is a threat to safety.
3. A child has demonstrated at-risk behavior through an act of verbal aggression, including swearing and defiance, toward another child and/or staff.
4. A child has willfully destroyed property.

Before the child can return to the program, a Parent-Director conference is required, reviewing and revising the specific plan for helping the child modify behavior. The appropriateness of the program for the child will also be discussed. In the case of willful destruction of property, restitution in some form is also required.

### **STEP FOUR: WITHDRAWAL FROM PROGRAM**

The program reserves the right to dismiss a child for the following reasons:

1. If the child is not adjusting to the program
2. If the child continues to be disruptive and the above steps have not helped to improve their behavior.
3. If a child or parent becomes verbally or physically abusive to a staff member.
4. Any severe behavior that the Director and/or the Recreation Director feel is detrimental to the safety and smooth running of the program.

### **APPEALS PROCESS**

**If you feel that your child has been withdrawn unfairly, you may request a meeting. At this meeting, the parent's appeal will be heard by a committee which consists of the Director of the program, the Recreation Director and a Parks and Recreation Committee member. The process of withdrawal will be reviewed and a final decision will be made by the committee within 24 hours. North Reading Parks and Recreation makes every effort to work with every child and family to provide information regarding any necessary services and support.**