



**LeAp @ MS 447 BEHAVIOR MANAGEMENT PROTOCOL**

*Staff will use mediation and conflict resolution skills to address student behavioral issues. This should be positive and proactive. Students can be restricted from activities but only for short periods of time. Never for the duration of an activity.*

NO STUDENT WILL EVER BE DROPPED OFF OR LEFT WITH MANAGEMENT WITHOUT EXPLANATION

Misbehaviors will be addressed as follows:

**Behavior Log**s

***Behavior Logs are to be kept in binders for the duration of the semester.***

If a student continues to get out of line the Group Leader is responsible for recording that behavior in the daily Behavior Log. If a student has gotten 3 comments in the Behavior Log, then that student should be sent to either the Program Director or the Assistant Director to be spoken to. Once spoken to, the child will be sent back to their group. If the child continues to misbehave thereafter, their parents will be called and they will be sent home during dismissal with Referral/Write-Up form.

**Referral/Write-Up Forms**

***Referral Forms will not be used as a first means of discipline.***

Once a Staff member has exhausted all other options, including all steps mentioned in the Behavior Log section, that student will receive a Referral Form. If a Referral Form is given, the Parent/Guardian is notified and required to sign the form.

**Suspension**

***Only the Program Director has the authority to suspend a student.***

If a student receives 3 or more Referral/Write-Up Forms that student will be facing suspension for 1 or more days. Depending on the severity of the infraction the Program Director has the right to suspend a child before any of these steps.

**Expulsion**

***Only the Program Director has the authority to expel a student.***

If a student is suspended 2 or more times, that student may be facing expulsion. Depending on the severity of the infraction the Program Director has the right to expel a child before any of these steps.

**Fighting**

***If a staff does not feel comfortable intervening the following protocol will be used.***

If students are engaged in a physical fight, Staff are required to have a student go and get security while keeping all other campers safe and controlled. Staff is also expected to verbally encourage those who are fighting to stop. Staff will only be allowed to come between campers with the assistance of a security agent.

If a student gets into a physical altercation with another student, that is cause for an automatic Referral/Write-Up Form, both parents will be called and if contacted, those students will be sent home for the day.