

## A.C.E. BEFORE AND AFTER CARE STUDENT CODE OF CONDUCT

The goal of the River Vale Educational Fund and the A.C.E. Before and After Care School Program is to promote positive behavior and treat all children equally. Staff will attempt to avoid discipline problems by planning activities that are fun, educational and appealing. Clear and concise rules will be set for all students to follow. All of the children are expected to follow the rules set in the code of conduct and the rules posted at each individual site. Because the children are aware of the rules, if they choose not to follow them, they also choose to have staff implement the behavior code of conduct. Each situation will be handled on a case to case basis.

### **Expectations:**

1. Respect one Another

- Encourage others rather than put them down
- Do not use offensive or negative language
- Respect each other's personal space
- Show good sportsmanship and follow all rules to all games played
- No using physical violence towards one another
- No throwing or using items as a weapon

2. Respect the staff

- Ask permission before switching activities
- Address the staff by name only
- Trust the staff to make good decisions
- Follow directions properly
- No using physical violence for any reason towards a staff member
- No running away from staff

3. Respect the Environment

- Always use the furniture and equipment for the purpose it was designed for
- Walk, Do not run inside the building
- Report all broken equipment immediately
- Care for our indoor and outdoor surroundings

## **IMPLEMENTAION OF THE CODE OF CONDUCT**

The following procedures are to be followed when disciplining program participants

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|-------------------------|---|
| 1 <sup>st</sup> Offense | The child will be taken away from the situation, the behavior will be identified and the rules/safety will be reviewed for complete understanding. The child will be informed of the consequences, if this behavior continues.  |
| 2 <sup>nd</sup> Offense | The child will be removed from the situation and will be given a 'time out'. The rules will be reinforced and the child will have time to 'regroup/think' about their actions. After the appropriate amount of time the child will rejoin the group. The parent will be notified of this repeat behavior. At this time the parent will be asked to intervene to reinforce the rules to the child. |
| 3 <sup>rd</sup> Offense | Child will be removed, put in a time out, and the parent will be asked to pick the child up immediately from the program. At this time the child will be suspended for a full day from the program only.  |
| 4 <sup>th</sup> Offense | Child will be removed from the situation and the parent will be asked to pick the child up immediately from the program. At this time a one week's (5 full days) suspension from the program only, will be implemented.   |
| 5 <sup>th</sup> Offense | Child will be removed from the situation and the parent will be asked to pick the child up immediately from the program. The child will then be permanently dismissed from the program. At this time it is prohibited for the child to enroll in the Before/After School Program for future years.  |

Certain behaviors including but limited to the following will be punishable by skipping directly to steps 3, 4 or 5:

- Assault (i.e., hitting, kicking, spitting, etc.)
- Bullying, Intimidation and Harassment
- Threats
- Falsifying or accusing another of bullying, harassment, intimidation
- Retaliating acts against a person who reports bullying, harassment and intimidation

In cases regarding discipline actions, program refunds will not be given.