

Four Valleys Community School Participant Behavior Policy

Final, Approved by FVCS Board May 2023

Overview: Safety of participants and FVCS staff is the most important guideline for behavior expectations. Participants will understand and sign a ***Four Valleys Community School Behavior Contract*** (attached).

Corporal punishment of students is prohibited. Disruptive conduct by participants, either verbal or physical, which interferes with FVCS operations will be handled by the instructor(s) and elevated to the Executive Director as needed. Parents may be contacted to pick-up their child/participant if the behavior continues. Repeated disruptive or out-of-control behavior is grounds for removing students from FVCS classes and programs for the remainder of the class/program/session without a refund.

Behavior Management Plan:

When a participant is sent to FVCS staff for behavior by an instructor, or if the instructor(s) are FVCS staff members, the Executive Director or FVCS staff will speak to the student about their behavior and document it on a ***Four Valleys Community School Behavior Report*** (attached).

The FVCS staff will speak to the parent upon pick-up about the student's behavior.

After a student receives 3 behavior reports during the school year, the next incident (4) will automatically result in a suspension from registering and attending FVCS classes and programs for the rest of the school year with no refund. In addition, the participant will not be allowed to attend FVCS classes or programs the following summer.

If a student receives 2 behavior reports during summer classes or programs, the next incident (3) they will be removed from FVCS classes and programs for the rest of the summer session with no refund. A discussion with FVCS staff and the parents will occur before allowing the child to register into the following school year FVCS programs.

Aggressive behavior such as verbal threats, fighting, biting, or injuring an instructor or another participant will not be tolerated and may result in an immediate referral or your student being removed from FVCS classes and programs for the remainder of the session without a refund, regardless of the number of prior referrals. Parents must pick up their child, or make arrangements for their child to be picked up immediately, on the request of FVCS staff.

Parents: Parent/guardian behavior must be appropriate. Offensive or combative verbal or virtual communications will not be allowed. This may result in your student(s) being removed from FVCS classes and programs for the remainder of the session, summer or school year at the discretion of the Executive Director.

Attachments:

1. FVCS Behavior Contract for participant and parent signature
2. Behavior Report (aka "referral")

Four Valleys Community School Behavior Contract

This contract outlines the conduct expectation of all children who attend Four Valleys Community School (FVCS) programs both during the school year and during summer programs. While these behavior expectations are for both the school year as well as our summer programs, they are especially important during our outdoor summer programs. During the summer, when our programs are “in the field” and outdoors, there are multiple safety concerns as well as times when our groups will be away from the Girdwood Valley. Please review this with your child, and sign and return it prior to, or on the first day, of the class or program.

Participants will:

- Show respect to all participants and staff
- Follow directions from staff and participate in the activities
- Use appropriate language at all times
- Not cause bodily harm to self, other participants, or staff either directly or by threat
- Show respect to equipment, supplies and facilities
- Use positive language

If your child is acting inappropriately, FVCS staff will first explore the problem and assist the child by demonstrating appropriate behavior.

First Incident: The child will be taken aside and a staff member will discuss the incident with the child. *A Behavior Report may be documented depending on the severity of the first incident or if the first discussion does not result in a desired behavior change.*

Second Incident: A FVCS staff member will document the incident with a Behavior Report and discuss the referral with the child. The child may be removed from part or an entire activity. Parent or guardian will be notified of the referral at the end of the program day and asked to sign the documented Behavior Referral Report.

Third Incident (FINAL incident during summer programs): A FVCS staff member will discuss and document the incident directly with the child. The parent or guardian will receive a phone call and will be asked to pick up the child within the hour. If the parent is not available, they must make immediate arrangements for their child to be picked up with communication of this arrangement to FVCS staff. ***If an incident occurs during a summer program, the child will be suspended from further programs for the rest of the summer with no refund. Registration into school year programs for following year will not be allowed until meeting with the Executive Director to discuss a plan of action.***

Fourth Incident (school year only): A FVCS staff member will discuss and document the issue directly with the child. The parent or guardian will be contacted immediately to pick up the child within the hour. A conference will be scheduled with the Executive Director and the parent or guardian to discuss the plan of action regarding the poor behavior. The child will be suspended from the remainder of the program with no refund. The child will be suspended from further

registering into FVCS classes for the rest of the school year, and not allowed to register into summer programs that follow that school year.

Circumstances for Immediate Termination:

Aggressive behavior such as verbal threats, fighting, biting, or injuring an instructor or another participant will not be tolerated and may result in an immediate referral or your student being removed from FVCS classes and programs for the remainder of the session without a refund, regardless of the number of prior referrals. Parents must pick up their child, or make arrangements for their child to be picked up immediately, on the request of FVCS staff.

Parents: Parent/guardian behavior must be appropriate. Offensive or combative verbal or virtual communications will not be allowed. This may result in your student(s) being removed from FVCS classes and programs for the remainder of the session, summer or school year at the discretion of the Executive Director.

Parent Signature: _____

Date: _____

Child Signature: _____

Behavior Report (circle one):

- First Behavior Report
- Second Behavior Report
- Third Behavior Report (FINAL for Summer Programs)
- Fourth Behavior Report (FINAL for School Year Programs)

Next steps:

1. Discuss the incident with the parent and child at the end of class or program day.
2. Make a plan for behavior change for the next program or class day. Refer to the Behavior Contract.
3. Refer to the number of Behavior Reports and the next step.
4. FVCS staff, parent and child sign the Behavior Report.

FVCS Staff Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Child Signature: _____