



PROGRESSIVE DISCIPLINE GUIDELINES

Kids Factory has developed the following guidelines and standards of behavior to ensure the safety of Kids Factory participants and staff. All participants are expected to conduct themselves appropriately and follow school and Department rules while in the program. Disruption of the program by a child or parent/guardian may result in subsequent discipline and dismissal from the program and all other SVUSD Community Services Department programs.

The following behaviors are NOT ACCEPTABLE:

1. Disrupting the program.
2. Endangering the health or safety of children, staff or other adults.
3. Continuous refusal to follow acceptable rules of behavior.
4. Use of profanity, vulgarity, obscenity, verbal harassment, or racial comments.
5. Theft or damage of school, center, or private property.
6. Leaving the center premises without permission.
7. Inappropriate sexual conduct.

When a child has not been meeting the behavioral standards of the program, the following techniques and steps will be taken prior to parent involvement:

1. Encouraging positive behavior by continuous reinforcement.
2. Alternative behaviors are discussed with the child.

The following steps will be taken if staff and child are unsuccessful in resolving unacceptable behavior.

1. Verbal notification to the parent/guardian
2. One to five day suspension from the program, depending on the severity of the infraction.
3. Dismissal from the program, which could range from one semester to a full school year. Dismissal may affect enrollment in all other Department programs. In the case of dismissal, funds paid are not refundable.

ADULT RULES OF CONDUCT

Any parent or parent representative who displays any one of the following behaviors may be prohibited from participation in SVUSD Community Services Department programs.

1. No child or adult will be physically abused including shaking, grabbing, hitting, pushing, etc., at the program.
2. No child or adult will be verbally abused or harassed, and no adult will use profane or obscene language at the program.
3. Illegal drugs, smoking, and/or alcoholic beverages will not be allowed at the program. Any prescribed or over-the-counter medications must be out of the reach of children at all times. No child will be released to anyone who appears to be intoxicated or under the influence of drugs.

Failure to follow the Adult Rules of Conduct could result in dismissal from the program, which could range from one semester to a full school year.

Consequences for each offense depend on the level and severity of the offense committed by an individual, as well as the individual's history of offenses. As a result, the steps listed will not necessarily be taken in the listed order. The Community Services Department reserves the right to take such actions as it considers necessary to deal with a particular offense.

Thank you for your cooperation in this matter.

Sincerely,