



**BUTTE COUNTY OFFICE OF EDUCATION**  
**AFTER SCHOOL PROGRAM**  
**"EMPOWER YOUTH"**  
1859 Bird Street, Oroville, CA 95965  
Phone: (530) 532-5686 – Fax: (530) 532-5699



## **EVERYBODY HAS RESPONSIBILITIES**

### **Students' Responsibilities**

- Attend the program regularly, except when in accordance with the established "Early Release Policy"
- Do the work assigned in class as homework during the Homework Hour
- Be attentive when After School Program staff is talking/giving instructions
- Follow all regular school day rules and behavior guidelines
- Always communicate with the After- School Program staff when an issue arises
- Always be safe, be respectful, be responsible

### **Parent's Responsibilities**

- Assure your child attends the program regularly, except when in accordance with the established "Early Release Policy"
- Review your child's completed homework
- Be on time to pick up your child (6:00 p.m.)
- Call the After- School Program Site Coordinator when your child will be absent from the program
- Always communicate with the After - School Program staff when an issue arises
- Always be safe, respectful, and responsible; never use foul or threatening language

### **Discipline Plan**

In order to ensure a quality learning experience for your child and all the students at the After- School Program, we have developed the following discipline plan. We feel that each student in the After- School Program is entitled to a safe and respectful school environment. We believe that all our students and parents can behave in a manner appropriate to school, and that each student and parent can be held accountable for behavior that disrupts or inhibits the educational process.

The general rules for behavior are as follows:

- Treat others as you would want to be treated
- Treat others with respect
- Follow staff directions
- Use appropriate language
- Use equipment and materials properly
- Stay in assigned area
- No rough play
- When in doubt, ask staff

The After- School Program works very hard to recognize outstanding, respectful behavior and has established a rewards system for those who contribute positively to the program.

**DISCIPLINE**

Discipline will be administered and maintained in a positive manner, which is youth-oriented and contributes to a child’s development. **After School Program students will be required to follow established regular day school rules.** The regular day Principal works closely with the Site Coordinator to establish consequences for misbehavior. Parent and or student behavior that is disruptive, harmful, or causes injury to others may result in the following disciplinary actions:

- **FIRST OCCURRENCE** – *Verbal Warning/Incident Report*
- **SECOND OCCURRENCE** – *Incident Report/A time-out will be assigned*
- **THIRD OCCURRENCE** – *Incident Report/A conference will be scheduled with the child, parent(s,) and staff. Possible suspension ranging from one day to two weeks.*
- **FOURTH OCCURRENCE** – *Continued offenses may result in the child’s suspension or dismissal from the program.*

**PARENT COOPERATION AND INVOLVEMENT IS APPRECIATED!**

We have read this document and will do all within our power to be responsible for our actions to assure that the After-School Program is a safe place for all students and After-School Program staff.

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**Student’s Signature**

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**Date**

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**Parent’s Signature**

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**Date**

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**Parent’s Signature**

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**Date**