

Parkmead Keyspot Disciplinary Policy Statement

Please Sign and return this portion of the form to Keyspot with the Packet.

I have read and understand the Parkmead Keyspot policy statement regarding student suspension and expulsion.

Child's Name

Signature of Authorized Representative

Date

Detach and save bottom portion for your records.

Parkmead Keyspot Disciplinary Policy Statement

The following policy has been adopted by the Parent Governing Board to insure that Parkmead Keyspot can offer all the children a safe and healthy Environment. It is recognized that all children misbehave from time to time. This policy is intended to apply to serious, dangerous, anti-social behavior.

Students who behave in such a way to be a serious threat to others either physically or emotionally, or who repeatedly disrupt the activities and operations of Parkmead Keyspot will be subject to the following disciplinary procedures.

First Occurrence: A Keyspot Program coordinator or Director will counsel the child. The offending behavior will clearly be spelled out to the child and the appropriate behavior will clearly be explained to the child. The parents of the child will be sent a note that is to be read, signed, and returned to Keyspot the next day.

Second Occurrence: A Keyspot Program coordinator or Director will counsel the child. The parents must attend a scheduled conference with the child and the Director. A plan to help modify the child's behavior will be worked between the Director, parents, and child.

Third Occurrence: The Director of Keyspot will counsel the child. The child will be suspended from the program for one week's time (5 days of normal attendance). No refund of unused portion of fees will be given.

Fourth Occurrence: The Director of Keyspot will counsel the child. The child will be expelled from the program for the remainder of the school year. A refund of the unused portion of fees will be given up to five days. A written appeal may be made to the Parent Board within ten days of the expulsion. The board will hear the matter within ten days of the receipt of the appeal.