

K-6

**MOORESVILLE GRADED SCHOOL DISTRICT
BEFORE AND AFTER SCHOOL PROGRAM**

DISCIPLINE/BEHAVIOR STATEMENT

CHILD'S NAME _____

DATE ENROLLED: _____

THIS INFORMATION HAS BEEN RECEIVED BY:

PARENT'S SIGNATURE

DATE

DIRECTOR'S SIGNATURE

DATE

CHILD'S SIGNATURE

DATE

The Mooresville Graded School District Before & After School Program discipline policies are based on the belief that staff and children have the right to a safe environment that fosters mutual respect, individual responsibility, group and individual cooperation. Program participants are subject to all applicable school rules and policies of the Mooresville Graded School District.

BASP discipline is premised on the following conditions:

- Expectations and rules are clearly communicated and outcomes, both positive and negative are explained.
- Parent support is solicited to strengthen positive behavior and to help modify inappropriate behavior.

Basic behavior expectations include the following:

- Student must keep hands, feet, and objects to himself/herself.
- Student must show respect for staff and other students.
- Student must use acceptable and appropriate language.
- Student must remain with his/her assigned group in all situations.
- Student voice level/movement must be appropriate to the activity/setting.

Behavior management strategies that promote a positive self-concept and student self-discipline are goals of the program. Punitive measures or force are not alternatives for student/staff interaction. Other means of guiding behavior, such as separation of the child from the group and/or limitation of privileges are used. Time out from activity or group may also involve parent or director contact and a written report of infraction.

Suspension exists as an option for any repeated, continual behavior. It may be invoked for a first offense when serious rule infractions occur. Suspension is invoked as a temporary or a permanent consequence for the child who repeatedly refused to respond to program rules or to the behavior modification procedures sanctioned by the program.

Continued unacceptable behavior or actions, which threaten the safety and welfare of the child or other children, will not be tolerated. When repeated efforts by the program staff to modify student behavior along with parent interventions are still resulting in disruptive or unsafe behavior, a student may be dismissed from the program.

Positive Recognition

Students may earn recognition for model behavior. However, a student will not be rewarded for actions or behavior that is a part of what he/she should do. Some examples of positive reinforcement may include:

- ❑ Verbal praise and recognition
- ❑ Good notes to the child and/or the parents
- ❑ Simple treats, privileges, or access to special supplies

Consequences for Inappropriate Behavior

- ❑ Unacceptable, inappropriate actions or responses will result in negative consequences. Staff members will document, share and file incidents of unacceptable behavior. Suspension or expulsion from BASP does not necessarily remove a student from the regular instructional program.

A signed copy of this statement is a required component of each child's registration packet. Parents may find an additional copy of the policy as an addendum to the BASP Parent Handbook.

Other incidents not listed herein may be addressed by consulting the Mooresville Graded School District's Discipline Handbook.

BASP Policy Summary

This is a summary of the policies/changes that apply for BASP.

By signing below you are verifying that **you have read the entire BASP packet and Handbook, understand and agree** to the policies listed within this packet and have had the opportunity to ask questions regarding any item you found unclear.

This summary does not replace the need to thoroughly read the BASP Packet. There are details listed in the packet that may not be listed in this summary.

- 1 All forms must be complete **before** your child will be enrolled in our program. If there are any incomplete items then your child will be put on the waiting list until you are able to complete the missing information. Your slot will not be secure until all information is complete.
- 2 Hours of Operation: **Regular School Days 6:30 A.M.** until classes begin and from the dismissal bell until **6:00 P.M.** **ALL DAY PROGRAMS: 6:30 A.M.-6:00 P.M.**
- 3 Dismissal will occur at any time a child's behavior is deemed detrimental to his or her well-being or to the well-being of others or when behavior modification procedures do not correct inappropriate actions. Dismissal may occur for habitual or excessive lateness or repeated failure to promptly pay program fees.
- 4 Parent/Guardian must sign the child in and out every day.
- 5 **Fees must be paid in advance of the first day of the child's enrollment. Fees are due on the first day of the month and are late by the tenth of the month. Late fees are assessed at 6:01 P.M. on the 10th.**
- 6 **The BASP rate schedule is listed on the last page of the parent handbook.**
- 7 **Summer Care Registration begins at the beginning of February each year. You must fill out a separate registration packet for Summer Care.**
- 8 **How to change your Plan of Care (POC): All changes in POC are to be made in writing with a 1 week notice prior to the effective date and beginning at the start of the week.** (not withdrawing from the program)
- 9 **How to withdraw from registered All Day Care:** Holidays (Christmas Break, Spring Break, Teacher Work days) You may withdraw *in writing* from a Student Holiday up to ten (10) business days prior to the holiday without penalty. ***Any withdrawals after this time will still be charged due to scheduling and staffing requirements.***
- 10 Late Pick-up Fees: Please read page 14 in the Parent Handbook
- 11 Payments are **ONLY HANDLED AT THE BASP OFFICE LOCATED AT** 1438 Coddle Creek Highway. (Mooresville Intermediate School)
- 12 **Please make sure you sign the withdrawal statement on the second page of the application packet acknowledging you understand the one week notice rule.**
- 13 Please note that the Mailing address is:

BASP
Attention: Program Director
1438 Coddle Creek Highway
Mooresville, NC 28115

Signature of Parent/Guardian _____

Date _____

Date _____

Signature of Director (verifying that you provided question/answer opportunity for this parent/guardian)

Policy Code: 5026/7250 Smoking and Tobacco Products

The board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term "tobacco product" means any product that contains or is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products.

*****1. All employees and other persons performing services or activities on behalf of the school system, including volunteers and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property owned or operated by the school board.**

2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of students or school personnel, or (b) in an area where use of tobacco products is otherwise prohibited by law.

3. Consequences for employees who violate this policy may include a verbal warning, written reprimand, suspension or dismissal.

4. Visitors who violate this policy will be asked to refrain from using tobacco products while on school property or to leave the premises. As a last resort, law enforcement officers may be contacted to escort the person off the premises or to cite the individual for trespassing if he or she refuses to leave the school property.

5. Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building, provided that such activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing or otherwise ingesting tobacco.

6. The administration will consult with the county health department and other appropriate organizations to provide employees with information about support systems and programs to encourage employees to abstain from the use of tobacco

Child's Name (Please print) _____ School: RR SO PV EMIS MIS

products. The school system may, from time to time, provide free non-smoking programs and services to employees of the school system after the regular school day.

7. The principal of each school and other school personnel responsible for school facilities shall post signs in system facilities in a manner and location that adequately notify staff, students and visitors that the use of tobacco products by any person is prohibited at all times in or on school property.

8. The superintendent and designees shall ensure that adequate notice of this policy is provided to students, parents, school personnel and the public.

9. All school personnel are required to adhere to and enforce this policy and other policies, rules or regulations addressing the use of tobacco products.

Legal References: Pro-Children Act of 1994, [20 U.S.C. 6081 et seq.](#); [G.S. 14-313; 115C-47\(18\), -407](#)

Cross References: Tobacco Products - Students (policy [4320](#))

Adopted: September 11, 2012

Mooreville Graded School District

Child's Name: _____

Parent's Signature: _____

Date: _____

This notice remains in effect for the duration of the time the child is enrolled in BASP.

IMPORTANT! INCLEMENT WEATHER DISMISSAL FORM

PLEASE RETURN WITHIN FIVE (5) WORKING DAYS

When school is dismissed early due to developing hazardous weather conditions, the **Before and After School Programs are closed, and BASP STAFF WILL NOT REPORT TO SCHOOL.** Please see the program handbook for specific weather related details. Your child's classroom teacher must have an alternative dismissal plan for your child/children in these circumstances.

Hazardous weather conditions may also necessitate rapid dismissal from After School. When parents work out of town, conditions where they are may not appear threatening and timely pick-up may be delayed due to distance. Decisions to begin early dismissal are based on weather conditions here.

To provide for the safety and welfare of the students, parents who work out-of-town must provide the program name(s) of in-town designee(s) who can pick-up their child/children. Parents may arrange pick-up by another program parent who works locally or other responsible party/parties who are readily available to secure the child/children.

PLEASE FILL IN ALL INFORMATION COMPLETELY AND RETURN THIS FORM TO BASP STAFF IMMEDIATELY

This form facilitates a more rapid dismissal than having to pull each child's file.

Names/Child/Children enrolled in BASP:

Check the appropriate response and complete form as indicated.

- Parents work locally and are readily available to provide pick-up of child/children from BASP in the event hazardous weather necessitates early program dismissal.
- In the event of early dismissal due to inclement weather or emergency conditions, I have arranged with these *locally situated persons* who fully ACCEPT the RESPONSIBILITY, of picking up my child/children from BASP.

NAME

PHONE NUMBER

1. _____	_____
2. _____	_____
3. _____	_____

Parent/Guardian Signature

Day Phone #

Date

Child's Name (Please print) _____ School: RR SO PV EMIS MIS

Parent Participation:

Prior to enrollment parents are encouraged to come and check out our program. Please call the Site Director to arrange a time to come for a visit before your child is enrolled at one of our 5 sites.

Each site plans a quarterly family involvement event. Parents will be notified of upcoming events in our monthly news letters.