

NORTHFIELD SACC PROGRAM DISCIPLINE POLICY

- Discipline has been defined as “training that develops self-control, character, orderliness, and efficiency.” The Northfield SACC Program is designed to promote these qualities.
- When a conflict over the rights of other people and property develops, it is our goal to work with the children individually, listening to what each has to say and helping to resolve the conflict through effective communication.
- Rules of proper conduct are clearly defined and explained at the start of the program.
- Kind reminders are offered when children forget or choose to disobey the rules and procedures.
- If a serious physical or emotional conflict arises, the following procedure will be followed:
 1. Upon the incident, a written report will be completed and given to the Director. The parent will be notified.
 2. Upon a second incident, a second report will be submitted. The second report will result in a brief suspension and the parent will be required to attend a meeting to address the incident and discuss preventive measures for recurrence.
 3. If another problem should arise, a conference will be scheduled immediately and school administration will be involved.

Please encourage your child to respect the rules of the program.

- All serious discipline problems warrant a written notice and the parent will be notified.
- We reserve the right, after the third write up, to dismiss the student from the Program with no refund issued.
- In the event that an incident is determined, by the Director, to be so egregious as to threaten the health, safety and welfare of the child or others, the child may be immediately removed from the program with no refund issued.

A serious discipline problem is one in which a child is hampering the attention of staff, inflicting physical and/or emotional harm on another student or one’s self, physically abusive to staff or otherwise unable to conform to the rules and guidelines of the program. Emotional harm includes taunting, teasing, bullying and harassment. School administration will address serious discipline issues with suspension from the program. The district’s policy on Harassment, Intimidation and Bullying can be found at www.ncs-nj.org.