

BENJAMIN FRANKLIN INTERNATIONAL SCHOOL

Extracurricular Programs Behavior Policy and Discipline Procedures Updated: July 2022

BFIS is committed to providing a safe, positive, and structured environment for all children in the after-school program. Activities in the after-school program are different than the regular school day in that they meet infrequently (usually once a week for one hour). To make the most out of that limited time we need all students to follow appropriate behavior from the first day. This allows us to maintain the quality and safety of every activity for all of our participating students.

Please review the following general rules and disciplinary consequences that will guide the program. It is imperative that students and parents and staff understand the expectations of the program as well as the potential consequences. We ask that you discuss the information listed below with your child. We appreciate your efforts and thank you for continued support in making appropriate behavior a priority for all children.

General rules:

1. Follow BFIS behavior expectations
2. Show respect to teachers/coaches and fellow students at all times and always use respectful language when addressing staff and students.
3. Stay with your activity at all times and move appropriately throughout campus during after-school hours.
4. Always follow instructions set forth by after-school teachers or coaches for each activity.
5. Demonstrate responsible care of school property and equipment.
6. No disruptive behavior, including fighting, violence of any kind, or inappropriate language.
7. Comply with any and all other regulations set forth by teachers, coaches and school administrators.

MAJOR INFRACTIONS See below	MINOR INFRACTIONS See below	DISCIPLINARY CONSEQUENCE
<u>1st Offense</u> Violation of any rule listed below		Immediate suspension from an activity or expulsion from the program.
	<u>1st Offense</u> Violation of any rule listed below	Warning letter to parents
	<u>2nd Offense</u> Violation of any rule listed below	Suspension for 1 week from the activity or across program activities
	<u>3rd Offense</u> Violation of any rule listed below	Expulsion from the activity or across programs for 1 semester or 1 year

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Minor infractions: disruptive to the learning environment, handled by the supervising staff member in the situation (parents may or may not be contacted depending on the interventions needed)

Major infractions: more serious or repeated inappropriate behaviors, meet with administration and parents receive notification

Minor Infractions (Staff Managed)	Major Infractions(Office Managed)
Minor Disruption - talking out, out-of-seat, blurting, low-intensity behaviors that cause inappropriate disturbances	Chronic or Major Disruption - screaming, yelling, throwing objects that have potential to harm, sustained out-of-seat behavior
Defiance or Disrespect - rolling eyes, refusing to participate, huffing/sighing, not following directions	Blatant/Excessive Defiance or Disrespect - includes non-compliance, insubordination
Inappropriate Language	Abusive Language / Profanity - includes verbal threats and intimidation, excessive swearing, hate language (C1)
Physical Aggression/Contact - intentional bumping, pushing, shoving, touching, poking, tripping, scratching, pinching another person, aggressive/competitive sports interactions, play hitting/horseplay/flicking, unwanted inappropriate touching (see Behavior Policy)	Physical Fighting / Hurtful Touching or Threat of Physical Violence - includes spitting, biting, unwanted inappropriate touching (D3, see Behavior Policy)
Lying/Cheating	Chronic Lying/Cheating
Stealing	Chronic Stealing
Dress Code (PE/Athletics Dress Code)	Chronic Dress Code (PE/Athletics Dress Code)
Safety Violation - leaving class(B5)	Chronic or Major Safety Violation
Minor Property Damage - writing on desk, defacing books, damaging other people's property without permission	Chronic Wandering, Skipping School, or Leaving Classroom or School Property without Permission - hiding from staff
Wandering	Chronic/Severe Misuse of Technology - Failure to Follow 'Appropriate Use of Technology' Agreement
Misuse of Technology - use of cell phone	Major Property Damage - Vandalism, actions causing permanent damage
	Arson (D8)
	Harassment (D1, D4, D5)
	Drugs/Alcohol/Tobacco

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	Weapons (D9)
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