

Southborough Extended Day Program–Behavior Management Plan

SEDP adheres to the code of conduct and behavior management policy set forth by the Southborough Public Schools. SEDP staff members discuss the program rules with all children to ensure they understand expectations for behavior and consequences of misbehavior. The discipline policy is designed to encourage positive actions through positive reinforcement and close adult supervision. Our main goal is to keep the children safely involved in activities so that time for inappropriate behavior is limited. It is our intent to maintain an environment that is safe, friendly and comfortable to all staff and children. If students are demonstrating unacceptable or inappropriate behavior that interferes with this environment the following procedures will be taken.

1. The student and staff member will discuss the behavior privately and create a plan to change the behavior.
2. If the behavior continues, the student will be removed from the activity area for a few minutes until both the teacher and the student feel they are ready to return.
3. If disruptive behavior continues in a consistent manner, the Site Coordinator will document the behavior on an Incident Report, and inform the student's parents and the Executive Director.
4. The Site Coordinator and Executive Director will develop a behavior plan with input from the student and the student's parents. SEDP may also coordinate with school personnel to ensure the plan is consistent throughout the child's day.
5. Chronic inappropriate behavior may result in suspension or termination from SEDP for a period of 1-3 days, depending on the situation. Before returning to the program, a conference to include the Director, the Student, the Site Coordinator and a parent is required to develop a behavior management plan to consist of rewards and consequences relative to a particular behavior over a specified period of time. The behavior management plan should be clear to all parties, most especially the child involved. If the child does not follow the plan, he or she will be removed from the program on their next scheduled day.
6. Permanent removal from the program may occur depending on the seriousness of the situation.
7. No child will be suspended or terminated from the program without the consent of the Executive Director. All efforts will be made to work with the parents and children on all behavior issues. All incident reports will be reviewed by the Executive Director before a parent is notified.
8. At no time shall a behavior incident be dealt with in a demoralizing or humiliating abusive manner. SEDP are prohibited from using any of the following forms of discipline:
 - Spanking or other corporal punishment

- Cruel or severe punishment including humiliation, intimidation, verbal or physical abuse or neglect
- Depriving children of meals or snacks
- Disciplining a child for soiling or wetting clothes
- Denying access to bathroom facilities
- Lying to children or promising what cannot be delivered
- Labeling children and using such labels in a wrongful manner
- Breaking confidentiality by talking about children or their families inappropriately in front of another person

Please be advised that each individual child and situation is different. These steps may be modified to adapt to a child or situation. **A child may be immediately removed from SEDP, without adherence to the above steps, if their behavior endangers his or her own safety or the safety of others in the program.**

Children may be immediately removed for:

- Bringing weapons, drugs or alcohol to the program
- Physically harming a staff member for another child
- Displaying violent, uncontrollable behavior
- Leaving the group without a staff member
- Abuse or destruction of school property
- Harassment, verbal abuse or intimidation
- Theft