



DISCIPLINE POLICY 2020-2021

PHILOSOPHY: iLingo Academy will utilize positive discipline and guidance techniques. The purpose of discipline is to help children develop self-control, and to teach children that each person is responsible for their own actions. Our goal is to help the children develop self-control and responsibility for their actions. Behavior guidance used by each teacher will be constructive, positive, and suited to the age of the child at the time.

DISCIPLINE PROCEDURES: To prevent unacceptable behavior from occurring the teachers will:

- Model appropriate behavior
- Arrange the classroom environment to enhance the learning of acceptable behaviors
- Use descriptive praise when appropriate behavior occurs
- Encourage children to use their words when having a disagreement with another child and facilitating children in their attempts to settle their own disputes
- Use redirection – substitute a negative behavior with a positive one
- Use distraction – change the focus of the activity or behavior
- Separate child from the group- this is used as a last resort, only when less intrusive methods have been tried and/ or behavior of the child is dangerous to themselves or others. This time is not a punishment, but rather a time when the child may calm down, remember the behavior the teacher is requesting, and decide when they are ready to rejoin the group with appropriate behavior. The time the child is removed from the group will be no longer than 1 minute per year of age.

The use of any of the following is prohibited at all times: corporal punishment, threatened or actual withdrawal of food, use of the bathroom, abusive/ profane language, any form of private or public threats of physical punishment, or emotional abuse including shaming, rejecting, terrorizing, or isolation a child

DISRUPTIVE BEHAVIOR: distracts from the full benefit of the Academy program

The following behaviors are considered disruptive:

- Requires constant attention from the teachers
- Inflicts physical, verbal or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Verbally threatens other students or teachers
- Failure to adjust after a reasonable amount of time
- Continuous biting

Discipline procedures for disruptive behavior: Disruptive behavior will be addressed in a written incident report. This will be completed to document the behavior that directly impacts other children, teachers, or the group as a whole. This report will be shared with parents/ guardians. It is to be signed by the teacher, parent/ guardian and the director. The report will be kept in the child's file.

If a child has difficulty managing his/her behavior on a recurring basis, the director will request a conference with the teacher and parent/ guardian.

If the child's behavior continues to be inappropriate, consistently disruptive, and/ or dangerous, it may be necessary for the child to be sent home from the Academy for the remainder of the day, suspended from the Academy for a pre-determined number of days or dismissed.

Biting: If a child bites another child, parents/ guardians of both children will be notified. At the discretion of the team and director, the child can be dismissed from the program depending upon the severity of the bite. This is seriously considered when the health, safety, and welfare of the child or that of another child is at risk.

CHILDREN WHO ENDANGER OTHER CHILDREN OR TEACHERS: At iLingo Academy one of our primary goals is to provide a safe, nurturing and pleasant environment for all of the students. We recognize that one of our jobs is to help children learn appropriate ways for conflict resolution. However, at times a child's behavior may endanger others. We want to ensure parents that we will address such behavior immediately following these guidelines:

1st incident will be reported to the parent/guardian with a written incident report and possibly a call from the director

2nd incident will result in a conference with the director to be held within 2 days of the incident to establish a written plan of action

3rd incident will result in the parent/ guardian being called immediately to pick the child up from school. A conference with the director to discuss the action plan and next course of action must be completed before the child would be permitted to return to school.

iLingo Academy reserves the right to dismiss a child if any further incident occurs, or if we feel that any of the following conditions exists:

- The Academy cannot meet the child's needs
- The parents are not able to work with the Academy to find an acceptable solution
- The continuing behavior endangers the well-being of other children

DISCIPLINE POLICY AGREEMENT

I have read, had the opportunity to ask questions, and understand the iLingo Academy Discipline Policies and Procedures. I agree to comply with the above stated policies.

Signature

Date

Printed Name

Child's Name