

# **LIVINGSTON TOWNSHIP P.S. SPECIALTY PROGRAM DISCIPLINE AND EXPULSION POLICY**

## **Philosophy for Discipline**

Our philosophy for the methods of guidance and discipline used at the Livingston Township P.S. Specialty Program is in accordance with the standards set by the Department of Human Services in the State of New Jersey. The guidance and discipline used here shall be positive and consistent with the developmental needs of the children. At no time will there be use of physical hitting, abusive language, ridicule, or harsh treatment of children. Children shall never be isolated or confined without supervision; and group punishment of children for the misbehavior of one child shall be prohibited.

## **Proactive Disciplinary Procedures**

The following steps may be taken in order to rectify negative behaviors and to prevent expulsion:

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Children will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent / Guardian will be notified verbally.
- Parent / Guardian will be given written copies of incident reports.
- The Director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation done on premises.
- Recommendation of evaluation by local school district child study team.
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## **Expulsion of Children from the Program**

A child may be removed from the program under extreme circumstances (i.e.: safety issues for other children in the program, etc.). A significant number of interventions in the classroom and with the parents will be needed before such extreme action would be taken

*First Steps:* Repeated use of standard classroom management techniques to correct the behavior and informal contact with the parents regarding the problem.

*Second Steps:* Formal discussion of problem and joint planning between teachers and parents for elimination of the problem.

*Third Steps:* Joint meeting between teachers, parents and Recreation Supervisor and continued work to eliminate the problem. Steps #2 & #3 may be repeated depending on severity of problem.

*Fourth Steps:* Possible expulsion of student.



Unfortunately there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

**IMMEDIATE CAUSES FOR EXPULSION**

- The child is at risk of causing serious injury to other children or him/her self.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

**PARENTAL ACTIONS FOR CHILD’S EXPULSION**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child’s immunization records.
- Habitual tardiness when picking up child.
- Verbal abuse toward staff.
- Other (to be explained)

**CHILD’S ACTIONS FOR EXPULSION**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums / angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (to be explained)

**SCHEDULE OF EXPULSION**

- If after the remedial actions above have not worked, the child’s parent / guardian will be advised verbally and in writing about the behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child’s behavior or come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks notice depending on risk to other children’s welfare).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

**A CHILD WILL NOT BE EXPELLED**

If a child’s parent(s):

- Made a complaint to the Office of Licensing regarding a center’s alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.

Or without giving the parent sufficient time to make other child care arrangements.

**I hereby acknowledge receipt of the Livingston Township Preschool Specialty program’s Discipline and Expulsion Policy and agree to the terms of this policy while my child is enrolled at the Center.**

**NAME OF CENTER:** \_\_\_\_\_

**NAME OF CHILD:** \_\_\_\_\_

**SIGNATURE OF PARENT:** \_\_\_\_\_