

# **St. James Catholic School Aftercare Program Handbook 2019-2020**

**(revised August 2019)**



**St. James School**  
The Aftercare Program  
309 S. Stewart  
Liberty, MO 64068  
816.781.4428  
(updated 2/2017, 8/2018, 8/2019)

Dear Parents,

Welcome to the Aftercare Program at St. James School!

This handbook is designed to give parents a helpful insight into the aftercare program offered by St. James School. It includes detailed information about our activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The aftercare program strives to provide an atmosphere where children can enjoy, grow, and learn. The staff always welcomes suggestions and ideas that will help us to make your child's time at aftercare beneficial and rewarding.

We encourage you to share your thoughts and ideas with us at any time.

If you have any questions about the content of this book or the program, please feel free to call me at 816.781.4428.

We look forward to the time that we will be spending together.

Best regards,

Jennifer Scanlon-Smith, MASL  
Principal

## MISSION STATEMENT

St. James School provides a safe, engaging, and nurturing environment for families requiring quality child care for before school and after school. Our goals emphasize creating an atmosphere that balances student learning, enrichment, physical activity, and free time in a stimulating and enjoyable setting.

The aftercare program offered by St. James provide parents with safe, convenient, reliable, and affordable out-of-school time care for their children. The program maintains clear policies and procedures and actively encourages and welcomes open communication and parent involvement.

### Aftercare Registration Fee for the 2019-2020 School Year-

\$35 One student

\$50 Family fee (2 or more students)

### PM AFTERCARE FEES (Dismissal time to 6:00 PM)

Fees:	One child	Two children	Three children
	\$14.00 a day	\$19.00	\$21.00
	\$70.00 a week	\$81.00	\$91.00
Half days:	\$30.00 a day	\$36.00	\$42.00

Fees are due no later than Friday of the week of attendance, so accurate records can be kept. Checks made payable to St. James School, should be put into an envelope and marked aftercare. No cash please. If you use aftercare you will be expected to pay for this service. If payment is more than two weeks behind, your child will not be allowed back into the program until your account is paid in full.

### SYCAMORE INFORMATION REGARDING BALANCES

Our student information system, Sycamore, can be a bit confusing when it comes to listing aftercare and cafe' balances.

Aftercare account and billing-

- Login to Sycamore, click on accounting, then choose Childcare. Under childcare, you can choose account.
- Here there will be information in **RED** or **BLACK**.
- When the numbers are **RED**, this means you have a CREDIT in your childcare account.
- When the numbers are **BLACK**, the amount indicates what you OWE.

### ADMISSION PROCEDURES

Any student enrolled in St. James School may enroll in the aftercare program.

### SCHEDULE OF OPERATION

On regular school days, aftercare operates from afternoon dismissal until 6:00 PM for children in preschool – 8<sup>th</sup> grade. The preschool and pre-kindergarten program operates from 3:00 PM until 6:00 PM while the kindergarten - 8th grade program runs from 3:10 PM until 6:00 PM.

**If children are not picked up within 10-15 minutes of dismissal time, they will be sent to aftercare and charged. If picked up within 30 minutes of dismissal, you will be charged \$5.00 for one child, \$8.00 for two children or \$11.00 for three or more children. After this time, you will be charged the daily fee as stated above, No exceptions!**

### **PROGRAM INFORMATION**

The program is overseen by the school principal, Jennifer Scanlon-Smith.

#### Aftercare Staff

Megan Grisham

Nina Rice

Cathy Romano

Nicco Salazaar

The aftercare program is located in the preschool, pre-kindergarten rooms/activity room (Ages 2-5) and café (kindergarten – 8<sup>th</sup> grade.)

In addition, the program uses designated areas with access to the gym, makerspace/computer lab, and playground. Our outstanding staff is comprised of certified elementary school teachers, qualified child care providers, college students, and assistants from the local area.

We call our classes the “Littles” and the “Bigs.”

Background Checks, a Protecting God’s Children Class and an Ethics and Integrity in Ministry form are required of all staff members.

The program serves more than 60 children per day. Our operating policy for aftercare maintains the diocesan maximum staff/child ratio of:

Age & Child-	Adult/Child Ratio-
2-7 years (Mixed group of ages)	1:10
8-12 years (Mixed group of ages)	1:16

As the aftercare day moves to a close, the children will be combined and staff will leave for the day. As the day gets closer to the 6:00 PM closing time, student groups will be put together in common areas near the office. There will always be a staff member supervising the students and a staff member in the office.

### **SCHOOL VACATION/STAFF DEVELOPMENT DAYS**

The program is NOT open on most staff development days and vacation days (a detailed schedule of program hours is provided in the school calendar.)

### **HALF-DAYS**

Aftercare is open on most half-days, but again please check the school calendar for more specific details.

## **RESERVATIONS & LUNCH FOR HALF-DAYS**

If your child plans to attend the program on a 12:00 PM dismissal day, families MUST RSVP for the day, 2 days prior. This allows for adequate staffing.

If your child plans to attend the program on a 12:00 PM dismissal day, he/she may either bring a sack lunch from home or pre-order a sack lunch from the St. James Café. Orders need to be placed in advance.

## **SNOW DAYS**

The aftercare program will be closed whenever school is closed due to inclement weather.

## **ARRIVAL/ATTENDANCE PROCEDURES**

Students are released from their classrooms and they are to go to their respective aftercare classrooms. Personal supplies are hung up or put away and all students are to sit down in order to take attendance.

- The teacher takes attendance.
- The students are offered a chance to retrieve their snack/water bottle if they have brought one from home.
- Students are offered a variety of centers/areas to play.
- Older students are offered the chance to work on homework, if necessary.
- Outdoor play is planned for each group; weather permitting.

## **PICK UP PROCEDURES**

Aftercare utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day. Children will not be allowed to leave the program/building unattended.

Parents must walk into the school building and sign out electronically in the school office. While this is done, the office will page your student for dismissal and will be sent up to the office to leave.

When picking up your children, it is critical that they be accounted for. We also like to teach respect and responsibility even as we are leaving for the day. As such we have developed the following protocol for picking up your child each day. We ask that you please follow the below procedures daily:

- Remind your child to tidy his or her area before leaving.
- Notify aftercare staff that you are leaving. The children can help with this responsibility by getting into the habit of saying goodbye to their teacher.
- If a person not on your pick-up list will be picking up your child, communicate this to the office. Your child will not be released to a new person or someone not listed on your enrollment form without your consent and a photo ID.
- The children may not go into the hallways or classrooms unless they are accompanied by a parent or teacher.
- Parents picking up a child should enter the aftercare program through the front doors of the school.

ONCE A STUDENT HAS BEEN CHECKED OUT OF AFTERCARE, HE/SHE MAY **NOT** RETURN. This is a supervision precaution and we ask that all students are accounted for while in the building. If the student has been checked out of AC, they must be in the care/supervision of their parent.

### **LATE PICKUP POLICY**

The program closes at 6:00 PM. We ask parents to arrive by 5:55 PM in order to allow the children enough time to tidy up and gather their belongings. If a 6:00 PM arrival is unlikely, please take a moment to call us at 816-781-4428 so a staff member can speak to the teacher and child about the delay.

- **If your children are not picked up by 6:00 PM, the family will be given a first time warning if applicable within a reasonable time period.**
- **If you are late a second time, it will be necessary to pay a charge of \$5.00 (CASH only), per 5 minutes, per student, at the time of pickup. This late fee must be paid in cash before the student returns to aftercare.**

Continual late pick-up may result in a child's suspension or removal from the program.

Please understand that the staff has other commitments during the day as well as in the evenings.

The staff is unable to remain on site after 6:00 PM for activity updates or consultations about children. We will be happy to discuss special requests or exchanges of detailed information over the telephone or at a meeting scheduled during program hours.

When the parent or authorized person is going to be late picking up the child, the St. James requires the parent to:

Call the school and leave the following information:

- \* Child's name
- \* Name of the authorized person who will pick up the child
- \* Time child will be picked up

If the parent or other authorized person is late and the school does not receive a call from the parent:

- \*The staff will make every effort to contact the parent by phone.
- \*If the parent is unreachable, a staff member will call the authorized list until someone is reached.

**\*If no authorized person has come to pick up the child by 6:45 PM, a staff member will contact the Police Department to report the incident.**

### **PROGRAMMING & SCHEDULING**

The aftercare program strives to meet each child's need for physical and intellectual activities through a carefully designed schedule of educational, enrichment, and recreational programs.

#### **Typical Preschool/Pre-kindergarten Schedule (The Littles)**

- 3:00 Arrival and Attendance-teacher will take roll, read a book and have students come to carpet area, do game or conversation starters  
Restroom, Snack and Drink, Snack cleanup  
Students will be divided into groups and go to separate areas /centers
- 3:15 Outdoor Play
- 3:45 Gym, Games, Art, Crafts, Learning Centers (organized choices/games)
- 4:30 Bathroom break/check diapers  
Story Time, Singing & Dancing & Inside Quiet Time
- 5:00 Computer, Coloring, Puzzles, Books, 2nd outdoor time /gymnasium time (if available)
- 5:30 Clean Up & join older students  
Computer Lab for learning games
- 5:55 Pack up & Close

### **Typical Kindergarten – 8<sup>th</sup> Grade Schedule (The Bigs)**

- 3:10 Arrival and Attendance  
Restroom, Snack and Drink, Snack cleanup
- 3:30 Outdoor Play
- 4:15 Homework, AR Work, Mathfacts in a Flash, Drop Everything and Read, Keyboarding, Coding  
(All students who are present at this time will be asked to work on homework. If a child does not have homework, it is suggested that the student bring a book to read or perhaps a notebook, so that the student can practice their writing skills, etc.)
- 5:00 Gym, Games, Art, Crafts, 2nd outdoor time
- 5:30 Clean up & join older students  
Computer Lab for learning games
- 5:55 Pack up & Close

(Movie time will be periodically used if it is too cold to go outside-maximum time is 30-45 minutes depending upon age level.)

\*\*Note-When the aftercare program operates on early dismissal days, the program is modified accordingly.

### **Activities that students may participate in-**

- Homework
- Coloring
- Watercolor painting
- Freeze dance games
- Bingo
- Red Light, Green Light
- Mother May I?
- Simon Says
- Read a book
- Puppets
- Read books
- Arts and crafts

Playdough  
Puzzles  
Blocks  
Legos  
Board Games

### **PHONE USE BY STUDENTS**

The school phone lines are to be used for school business. The exception to this is in case of emergency. The school phone lines should only be used by students with teacher permission. Communication with students, regarding rides, sports practices, or social engagements, should be confirmed prior to the start of the school day. If plans are unconfirmed or changed during the course of the day, the family must contact the student via the school phone and not the student's individual phone.

The school recognizes that special circumstances can arise where a student will need to have a telecommunications device available AFTER the instructional day. In those circumstances, students may keep the device in their backpack or locker, and it must be turned off during the instructional day.

- Cell phones may NOT be used for picture taking.
- Harassment or threatening of persons via cell phone is NOT permitted.
- Cell phones may NOT be used for game playing, Internet or email access, texting, gambling or making purchases of any kind.

**If a cell phone must come to aftercare it needs to remain off in the student's backpack or locker. Students are NOT to have their phone out in the aftercare program.**

Any cell phone use during the aftercare program is prohibited and could result in removal of the cell phone from the student. If a student's cell phone is turned in to the office, the parent must make an appointment to pick it up from the principal at a time to be determined. The phone or other electronic device will be locked up in a secure location until it can be picked up.

Texting or Taking Photos: Students should at no time be involved in texting/taking pictures during the course of the school day or the aftercare program. Students involved in texting/taking pictures at school face detention, suspension and/or expulsion.

**Students involved in texting/taking/sending inappropriate photos and/or communication (even if it is off school grounds) could face school and legal consequences.**

**Those who violate any of the rules regarding cell phones will forfeit their privileges of bringing a phone to St. James.**

### **HOMEWORK POLICY**

Aftercare stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff



members are unable to check each child's homework for accuracy or provide individual instruction or tutoring.

Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have your child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read books, get on AR or work on MathFacts in a Flash.

### **SNACKS & WATER BOTTLES**

Aftercare snacks are to be provided by parents. We ask that the snacks are healthy. Students may bring a water bottle with them. Refer to school handbook for ideas of healthy snacks.

### **OUTDOOR PLAY**

Children who attend aftercare can expect to spend a minimum of 30 minutes outside during the day. Outdoor play will be cancelled due to precipitation, icy ground conditions, temperatures below 20 degrees, or excessive wind or heat. In order to keep staffing levels at a safe number, we are unable to offer indoor supervision for children who prefer to remain inside.

Students are **NOT** allowed to-

- Climb on top of equipment
- Throw tire shreds/wood chips
- Dig/play in dirt or mud
- Throw snow/ice

Teachers and students are to use common sense when it comes to outdoor safety.

### **POSSESSIONS FROM HOME**

Since we cannot guarantee the safe return of personal belongings, we ask that any personal possessions be left in backpacks during a child's time in aftercare.

Children may bring electronic games and toys from home on noon dismissal days if they are used during scheduled times and **with the permission of their teacher**. Responsibility for the safekeeping of electronic games and toys brought from home remains with the child. The aftercare program does not allow the use of toy weapons or trading cards at any time.

### **TELEPHONE USE BY STUDENTS**

The staff will be happy to convey messages to children when necessary but it is not possible for children to make or receive telephone calls. Parents are welcome to call the school office at any time to speak to the program coordinator about questions or concerns regarding their child. Students are NOT allowed to get their personal phones out during aftercare. The student phone policy is the same for aftercare as it is during the regular school day.

### **HEALTH POLICY**

#### **Accidents or Acute Illness**

In the event of an accident or acute illness, every effort will be made to notify the child's parents prior to treatment. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

### **Abuse and Neglect Policy**

The staff are mandated reporters and as such, are required by Missouri to report all suspected instances of abuse or neglect to the Department of Social Services.

## **BEHAVIOR MANAGEMENT POLICY**

**The aftercare program of St. James School is a privilege. Appropriate behavior by students is mandatory while attending the aftercare program.**

### **Disciplinary Policy**

Behavior standards and policies that apply during the school day apply in aftercare.

The children and staff of the program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the aftercare program will be explained to the children clearly and reinforced in a consistent manner. These are the same expectations as the school has daily.

Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time.

Any activities where participants purposely exclude another child will not be allowed.

When a child is disruptive or needs time to regain self-control, he or she will be removed from the group.

Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the well-being of the child or others in aftercare.

## **DISCIPLINE PHILOSOPHY & CHRISTIAN BEHAVIOR**

### **CHRISTIAN BEHAVIOR POLICY**

*God calls us to live in light of His grace, knowing the infinite cost God paid to save us. Through the Holy Spirit we glorify God in our minds, bodies and spirits.*

St. James Catholic School is committed to the philosophy of providing excellence in education within a Christian environment. An essential part of the school's mission is to promote the development of strong ethical and moral values in our students. Therefore, this Christian Behavior Policy has been established to assist the school in fostering personal integrity and responsibility among our students. St.

James students are expected to meet the highest standards of personal, ethical and moral conduct possible. Attending St. James Catholic School is a privilege that is extended on the condition that students and parents accept and support school policies, including this behavior philosophy.

Give equal respect and weight to your own rights and the rights of others. To be a person of genuine self-esteem, one must always seek to act in accordance with principles which give equal respect and weight to one's own rights and the rights of all others. There are certain rights which are inalienable to the human condition. These rights should be the same for every person and should be upheld equally on behalf of all. The curriculum teaches the difference between needs, rights, desires and privileges. Susan Kovalik's program, Highly Effective Teachers™, integrates the latest brain research with conceptual curriculum and the most effective instructional teaching strategies. The program enables our staff to incorporate the learning principles along with the body-brain compatible elements into their daily instruction. Our study trips throughout the year provide the necessary "Being There" experience for our students to build their conceptual learning.

**BEHAVIOR EXPECTATIONS--** Students at St. James Catholic School are expected to reflect Christian values in their treatment of peers and adults, both during school and when in the community. Students are expected to behave in an orderly and respectful manner. When language or actions are abusive, vulgar, or otherwise inappropriate, action will be taken by school staff.

- Hallways: The hallways are an extension of the classrooms. Student behavior should show consideration for classes being conducted. Students are to walk in a quiet manner on the right side of the hall and be sensitive to others in the vicinity.
- Classrooms: Respect is the key word. Teachers and students will create rules for the orderly function of each room.
- Playground: The playground is an extension of the classrooms.
- Aftercare: The aftercare program will follow the same expectations as the regular school day.

Students are expected to follow established grade-level procedures. Students should be supervised at all times when on school and/or parish property, whether during the school day or outside of normal school times. Parents are responsible for their children and their actions when their children are on St. James grounds during non-school hours.

## **St. James School Discipline Philosophy & Model**

### Kindergarten-Eighth Grade

The St. James School Discipline Model is a school-wide program for students in Kindergarten through Eighth Grade. It is designed to help our children develop the skills, attitudes, and behaviors needed in order to manage feelings and become well rounded, faith-filled, life-long learners.

### **St. James School Discipline Model:**

The following are the 4 basic pillars/foundations:

1. Admit an error. Accept RESPONSIBILITY
2. Be willing to accept the consequences. ACCOUNTABLE
3. Correct the error. Fix the mistake.
4. Do remember the correction, but don't dwell on the mistake.

By using the above process in correcting errors, the students will learn:

- the meaning of self-respect, self-control and responsibility
- how to admit, accept, and learn from their mistakes and failures
- how to stop being a bully and also how to keep from being bullied
- to care for themselves by caring for others
- to give their very personal best effort
- to practice solving moral and ethical problems

\* All teachers, staff, and students at St. James School will be using the same basic discipline model for correcting behavior and mistakes.

#### Intervention Strategies & Resources -

- Classroom Think Spot
- Think Sheets
- Buddy Room
- Student/Teacher Processing
- Accountability Cards for Middle School
- Student/Teacher Goal Setting and Review
- School Counselor
- Principal Visits
- Class Meetings
- Student Behavior Plan (SBP)

Adults at St. James School will utilize proactive Classroom Management strategies-

- Relationships
- Common Behavioral Expectations
- Common Language
- Structure & Consistency
- Procedures & Routines
- Reinforcement of Positive Behaviors
- Praise
- Grace
- Validation

Behavior is observed and fits three categories-

1. Behavior is handled in Think Spot with classroom teacher when the teacher has time to process.
2. Behavior is moved to Buddy Room and classroom teacher handles it when she/he has time to process.

3. Behavior is not handled in Think Spot or Buddy Room. Behavior is moved to office and both administrator and teacher handle it when time allows for processing.

\*\*\*\*Processing-is an opportunity for the teacher, or all individuals involved, to sit down and discuss the problem that took place, and the plan to change behavior.

At St. James School...

We treat every student with love and respect, holding students accountable for their actions with natural consequences. Our approach to working with students teaches kids to think for themselves, raises the level of student responsibility, and prepares students to be productive citizens as we prepare them for the future.

## **COMMUNICATION**

The aftercare program maintains an open door policy.

Any questions regarding tuition, policies, staffing, activities, or a child's participation in the program may be directed to the program coordinator and/or the school principal.

The first priority of the staff is to focus as much attention as possible on the children. In order to meet the needs of the children and the staff during program hours, we ask that parents limit their conversation with staff members to subjects involving their child.

The program will distribute memos, letters and invoices from time to time, please take the time to read them carefully.

## **Cleaning Up Rooms-Teacher's responsibilities**

**Students and teachers are to leave all areas better than when they found them-students will be asked to do self-check on cleaning up as they play/as they move from one area to the other/as they prepare to leave.**

- Teacher will be asked to put all toys into their storage space
- Bookshelves straightened up and orderly
- Cabinets orderly
- Teachers will need to clean tables with bottle cleaner (pink fluid in it) and paper towels
- Check sink areas
- Put away all food
- Set trash can in hallway (bathroom ones too)
- Floors swept
- Lights off and shut door
- Hallways picked up from all student leftover items and/or trash
- Take student leftover items to Lost and Found shelf

The lost and found shelf can be found outside the Middle School Science Lab near the exit door.

## **REPORTING CHILD ABUSE AND NEGLECT (Including Sexual Abuse)**

School officials including principals, teachers, early childhood providers/early childhood aides, and professional personnel, are required by Missouri law to report, or cause to be reported, any actual and/or suspected instances of child abuse or neglect to the Division of Family Services.

Under Missouri law, child abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child (a person under eighteen [18] years of age) other than by accidental means by those responsible for his/her care, custody, and control (including a teacher), except that discipline, including spanking administered in a reasonable manner is not considered to be child abuse under state law. (Corporal punishment of any student in diocesan or parish schools or early childhood centers, however, is strictly forbidden.)

Under Missouri law, child neglect is defined as any failure to provide the proper and necessary support, education to the extent required by law, nutrition, medical, surgical, or any other care necessary for a child's well-being.

In accordance with State law, the St. James School staff is obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. The school will make such reports in the best interest of the affected child and does not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

School administration will cooperate with investigations conducted by law enforcement personnel and/or the Children's Division of the Missouri Department of Social Services. If the Children's Division or law enforcement personnel seeks to interview a student on school premises, the school will attempt to contact a parent prior to the interview. However, if law enforcement personnel advises that the subject of the criminal investigation is a parent, the school should not contact the parent prior to the interview.

If for any reason a parent or guardian is not present for the interview of a student or child on school or center premises, one (1) school or center employee should be present for the interview. At any point that it becomes apparent that the student or child is suspected of criminal activity, the interview should be suspended until a parent or guardian is present.

DFS Child Abuse & Neglect Hotline- 1-800-392-3738

Once again, thank you for placing your confidence in us to take care of your children. If you have any questions or concerns, do not hesitate to contact us.

The Aftercare Team & St. James School

**St. James School Aftercare Handbook 2019-2020**  
**Parent Acknowledgement & Quick Reminders**

Parents,

Please read and discuss this document with your child.

- **Fees are due no later than Friday of the week of attendance.**  
Checks made payable to St. James School, should be put into an envelope and marked aftercare.
- **If payment is more than two weeks behind, your child will not be allowed back into the program until your account is paid in full.**
- **If your children are not picked up by 6:00 PM, the family will be given a first time warning if applicable within a reasonable time period.**
- **If you are late a second time, it will be necessary to pay a charge of \$5.00 (CASH only), per 5 minutes, per student, at the time of pickup. This late fee must be paid in cash before the student returns to aftercare.**



St. James School  
Before & Aftercare Program

Discipline Form

Dear Parent,

The SJS Before & Aftercare program is a privilege. We strive to provide an atmosphere that is conducive to safety and appropriate behavior while attending the St. James School. Maintaining proper behavior while in aftercare is the joint responsibility of the students, parents, and program staff. Because of your child's recent behavior, it is my responsibility to report the following to you:

Behavior

Consequence

\_\_\_\_\_ Refusing to follow teacher's directions

\_\_\_\_\_ Redirection/Warning

\_\_\_\_\_ Fighting

\_\_\_\_\_ Conference with student

\_\_\_\_\_ Profanity

\_\_\_\_\_ Think spot/Think sheet

\_\_\_\_\_ Disrespect

\_\_\_\_\_ Student letter to parent

\_\_\_\_\_ Not following school rules

\_\_\_\_\_ Visit to principal's office

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Parent meeting

\_\_\_\_\_ Plan

\_\_\_\_\_ Withdrawal from program

Comments:

1st Offense      2nd Offense      3rd Offense      Staff member's signature \_\_\_\_\_

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Principal's signature \_\_\_\_\_

Parent signature \_\_\_\_\_

\*\*Please return signed sheet to school tomorrow