

# **LINCOLN PTO STUDENT CODE OF CONDUCT & DISCIPLINARY POLICY FOR EVENT AND ACTIVITIES**

Thank you for your participation in Lincoln PTO programs. In order to ensure our programs run smoothly and your child has a positive experience, we are asking that all parents and children read, understand, and adhere to the following **CODE OF CONDUCT**:

**Students are expected to treat teachers and volunteer leaders respectfully, as if in a Lincoln classroom during school hours. This includes letting others speak without interruption, raising your hand when you wish to speak, keeping comments kind and constructive, obeying the teacher/volunteers' quiet signs, and no hitting or wrestling.**

## **DISCIPLINARY ACTIONS**

If a student disobeys any of these rules, the teacher/volunteer can, at his/her discretion, take the following actions:

First Offense: Provide a verbal warning which restates the rule(s).

Second Offense: Isolate the student in a "time out" for 5 minutes. The teacher will also send an email and/or call the parent(s) indicating the reason for the student's time out.

Third Offense: If the student fails to respond to the parent/teacher warning, and continues the previous behavior, begins a new disruptive pattern, or behaves disruptively, he/she will be removed from the PTO program without refund (if applicable).

If a teacher/volunteer witnesses a serious infraction meriting immediate dismissal from the program, he/she is not obligated to take all of the above steps.

## **LATE PICK UP POLICY**

If a Parent/Caretaker fails to pick up a child in a timely manner for after school programs, the following actions will be taken:

First Offense: Provide a verbal warning restating the rules to parent.

Second Offense: Provide a 2nd verbal warning, repeating the rules to the parent

Third Offense: The student will be removed from the program without refund (if applicable).