

## LGS Recreation

123 East Main Street, Los Gatos 95030 Phone: 354-8700 Fax: 395-3828

### *Universal Behavior Management Program*

Our goal is to provide a healthy, safe and secure environment for all participants. Children are responsible for their own behavior. However, if there becomes an incident or occurrence that needs addressing, the following is a Behavior Management Program, which is designed to assist the children in making positive choices.

#### **Behaviors Requiring Guidance** (But not limited to:)

Behavior that is disruptive to classroom management  
Aggressiveness (Physical and/or Mental)  
Property Damage or Theft  
Extortion  
Willful Defiance of Staff  
Possession of Controlled or Toxic Substance  
Leaving the Clubhouse Site/Classroom Premises without Permission  
Vulgar or Obscene Behavior/Language  
Possession of Weapons

#### **Progressive Discipline Guidelines**

1. Verbal Guidance
2. Time to Think
3. Develop Behavior Management Plan with Parents (Conference)
4. Suspension of Childcare/El Programa Espanol services and Probation Period Established
5. Termination of Services

The Program Supervisor may suspend the child from the program for up to five days.

On situations that are considered an emergency, i.e., a perceived threat to persons or property or extreme disruption of the program one or more steps in the Progressive Discipline Guidelines may be skipped at the discretion of the Program Supervisor. Please review the Appeals process below.

#### ***Appeal of Decision Process***

##### **Steps of the Appeal Process**

All steps must be followed in the order listed. Appeals must be made no later than thirty (30) calendar days from the date of the suspension and/or termination of childcare/El Programa Espanol services. Failure to do so will result in void of the termination process. Appeals must include:

- Parent/Guardian's Name
- Child's Name
- Mailing Address
- Telephone Number
- Child's Site Location
- Reasons for Appeal
- Any other information

**Step I.** Appeal must be made in writing to the Program Supervisor. Appeals made over the telephone will not be considered. The appeal must be hand-delivered to the center. The Program Supervisor will contact you via telephone and writing within 10 working days from receiving the appeal with a decision.

**Step II.** If the parent/guardian wishes to appeal the decision of the Program Supervisor, they may submit an appeal to the Recreation Supervisor at LGS Recreation. Appeals made over the telephone will not be considered. The Recreation Supervisor will contact you via telephone and writing within 10 working days from receiving the appeal with a decision.

**Step III.** If the parent/guardian wishes to appeal the decision of the Recreation Supervisor, they may submit an appeal to the Director of LGS Recreation. Appeals must be made in writing and delivered to the LGS Recreation. Appeals made over the telephone will not be considered. The Director will contact you via telephone or writing within 10 working days from receiving the appeal with a decision. The decision of the Director shall be final.