14 & Chestnut's Order of Discipline

Overall Order of Discipline

To maintain a safe and respectful environment, consequences for violating behavior guidelines will be enforced. Consequences will be based on the severity of the behavior and the frequency of occurrences.

- **First Step:** A verbal warning will be given by a staff member, and the student will be reminded of the expected behavior.
- **Second Step:** If the behavior continues, the student will be sent to time out. A conversation with a staff member or director may also take place to help redirect the student's behavior.
- **Third Step:** If the student receives a second behavioral offense that results in a time out, the student's parent or guardian will be contacted. They will be informed of the behavioral concerns and notified that the student's next time out will result in a one-week suspension from the program.
- **Fourth Step:** If the student reaches **three time outs within a calendar week**, the student will be required to take a one-week break from the program beginning on the date of the incident.
- **Fifth Step:** If the student receives a third one-week suspension within the same semester, the student will not be permitted to return until the beginning of the next semester.

Note: A "semester" is defined as September–December, January–May, or June–August.

Additional Discipline Policy for Students in Sixth Grade and Above

Students in sixth grade and above are expected to demonstrate increased maturity, responsibility, and leadership while participating in the program. The following additional consequences apply:

- If a student is sent to time out **twice in one day**, the student's parent or guardian will be contacted, and the student will be required to leave the program for the remainder of the day.
- The student may return on the next scheduled program day unless otherwise directed by a program director.
- If a student is required to leave the program early **twice within the same calendar week**, the student will receive a one-week suspension from the program beginning on the date of the second early dismissal.
- Depending on the severity of the behavior, directors may require a meeting with the student and their parent or guardian before the student is permitted to return.

These consequences are in addition to the Overall Order of Discipline and may be adjusted by the directors based on the severity or frequency of the student's behavior.

Chapel Time Order of Discipline

- **First Step:** If a student does not follow chapel expectations, their name will be written on the whiteboard as a visual warning. Their **Merit Mart or field trip privileges**—when applicable during the summer—will be temporarily removed until their name is cleared.
- **Second Step:** If the student receives **five tally marks** next to their name, it will count as one write-up in the time out log and will be applied toward the Overall Order of Discipline.
- Staff will regularly review behavior records to determine whether additional disciplinary action is necessary.
- Students may have tally marks or their names removed from the chapel board by demonstrating improved behavior, following daily expectations, refraining from repeated behaviors, or participating in a personal behavior plan.

Personal behavior plans may be recommended by staff members or parents/guardians. These plans are most effective when the student agrees to participate. The Program and Operational Directors will work with the student and their leader to establish behavior goals and expectations.

Severe or Repeated Offenses

In cases of severe behavior—including bullying, physical aggression, property damage, or ongoing disrespect toward peers, staff members, or directors that negatively affects the experience or safety of others—the student may be suspended from the after-school program immediately at the directors' discretion, regardless of prior warnings.

Attendance, behavioral history, and the frequency of incidents will be considered when determining disciplinary action. If a student is permitted to return and the disruptive behavior continues, a formal meeting with the student, their parent or guardian, and program staff will be required to determine the next steps.

We are committed to creating an environment where all students can thrive and grow. By following these guidelines, students help create a positive atmosphere where everyone feels valued, safe, and respected. The cooperation and support of our students and families are essential to the success of the program.