

# Learn Beyond The Book, LLC

## Staff & Student Policy

We believe that positive conflict management is of the highest importance. Conflict often occurs naturally in any relationship and is a part of all of our lives. One of our goals is to help children learn the skills that empower them to interact with other children and adults in positive and respectful ways even when they have disagreements. We want children to become peaceable people! For the safety and learning enjoyment of all students, we ask the students at LEARN BEYOND THE BOOK to practice a strong standard of behavior, which will need parental support. The staff at LEARN BEYOND THE BOOK will maintain these standards through positive reinforcement, team building activities and conflict resolution modeling.

### **OUR DISCIPLINE POLICY INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING:**

- Speaking kind words to others including, but not limited to, no profanity or bad words
- Acting in ways that build up the positive esteem of other students; no bullying, teasing, letters or jokes aimed at hurting someone's feelings
- Learning to use language to express feelings and to resolve conflicts respectfully and no physical fighting
- Remembering to discuss topics that are age-appropriate and useful to help everyone grow

We work at all times to be respectful of teachers and other students. We do not behave in ways that could hurt other people in any way. Please remember that we are all learners here, everyone at our own level, and we need an environment that keeps learning physically and emotionally safe for everyone.

### **ADDITIONALLY, PLEASE BE AWARE OF THE FOLLOWING RULES:**

- We follow a dress code that supports the values of respect for ourselves and others.
  - Clothing with objectionable graphics or words are not allowed.
  - Any clothing that advocates drugs, alcohol, tobacco or illegal activities are not allowed.
  - No visible piercings, except for earrings.
- No electronics usage, cell phones, or game devices are allowed during class times, unless instructed by a teacher.

### **CONSEQUENCES OF DISCIPLINE VIOLATIONS**

For bringing weapons, we hold to a zero-tolerance policy. Students will be removed by police or parent and will not be accepted back into our center. Weapons include any firearm loaded or unloaded, including air pistols or guns, knives or swords. Darts, ice picks, arrows, and any other very sharp pointed objects which could cause harm to another are not allowed.

For bringing non-prescription drugs or alcohol, illegal drugs or cigarettes into our center, there will be a one-time only warning conference with the student and parents. A second violation will result in the student not being accepted back into our center.

For physical fighting, students will be removed from the premises by their parents and released from attending all classes for two weeks with no refund of class payments. Parents and the Executive Director must agree that the child possesses the self-restraint skills to aid in producing a safe and enjoyable learning environment before the student is invited back into the center.

For all other deviations from our behavior policy, the following steps will be taken in this order:

1. The student(s) will be spoken to about ways to resolve conflict.
2. The student(s) will complete a behavior journal.
3. A conference with parents, student(s) and staff will attempt to resolve the issue.
4. Removal of privilege of attending LEARN BEYOND THE BOOK if steps 1, 2, and 3 fail, either temporarily or permanently.

5. The student(s), who have a conflict with each other, will be assisted in a restorative process of discussing the issues at hand, with the assistance of a mediator, in an attempt to restore peaceful communication between students who might be experiencing difficulty in getting along with each other.

Learn Beyond The Book, LLC reserves the right to refuse or terminate service to anyone for any reason if the administration feels anything is not in line with the mission of the organization.