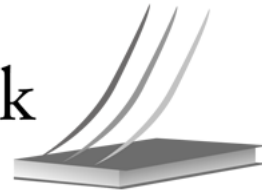


Learn Beyond The Book



STUDENT DISCIPLINE 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. All staff and seminar providers at LEARN BEYOND THE BOOK will maintain these standards through positive reinforcement, team building activities and conflict resolution modeling.

All Instructors and Seminar Providers at Learn Beyond the Book, LLC are required to observe and enforce these policies.

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 with 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 other students and teachers. 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:

- Our dress code applies equally to all employees and students. We follow a dress code that demonstrates respect for ourselves and others.
 - o Clothing with objectionable graphics or words are not allowed.
 - o Clothing that advocates or glorifies the use of drugs, alcohol, tobacco or illegal Activities will not be permitted.
 - o No visible piercings will be permitted. An exception will be made for earrings.
- Cell phones, game devices or other use of electronics will not be allowed during class times, unless instructed by a teacher.

VIOLATIONS OF LEARN BEYOND THE BOOK'S DISCIPLINE CODE

We have a zero-tolerance policy for possession of weapons. Students will be removed by the police or the parent and will not be accepted back into our center. Weapons include all firearms whether loaded or unloaded, air pistols, air guns, knives or swords. Darts, ice picks, arrows, and all very sharp, pointed objects which could cause harm to another will not be permitted at the center.

Possession of prescription drugs without a prescription, alcohol, illegal drugs or cigarettes will not be permitted in our center. Any party who violates this rule will be given one warning which will include a conference with the student and parents. A second violation will result in the student not being accepted back into our center.

Any student involved in a physical altercation will be removed from the premises. The student's parents will be called and told to pick them up and will be informed the student is released/suspended from attending all classes for two weeks. Payments for the classes will not be refunded. When the Parents and the Executive Director agree the child possesses the self-restraint necessary to participate in a safe and enjoyable learning environment, the student can be invited back into the center.

For all other deviations from or violations of our behavior policy, LBB expects the following steps to be taken in this order:

1. See the student(s) is spoken to about healthy ways to resolve conflict.
2. Have the student(s) complete a behavior journal.
3. Hold a conference with parents, student(s) and staff to attempt to resolve the issue.
4. If steps 1, 2, and 3 fail, take necessary steps to remove the student temporarily or permanently from the center.
5. The student(s), who have a conflict with each other, must participate in a restorative process that helps them address the issues at hand, with the assistance of a mediator. The process will 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 lawfully refuse or terminate service to anyone.