



# **COMET CARE DISCIPLINE PROCEDURES**

**This policy describes the progression of disciplinary actions which CC will follow in response to inappropriate behaviors, depending upon severity and duration. It is assumed at all times that CC is acting in good faith, and with the best interests of the individual child as well as the other children and the staff in mind. It is also assumed that the parent/guardian of the child is acting in partnership with CC staff throughout the process. If at any time during this process the parent/guardian refuses to comply with the recommendations/requirements of CC, we reserve the right to terminate the child's enrollment effective immediately.**

## **Phase I Description**

Typical, everyday inappropriate behaviors (mild acting out, occasional uncooperative behavior, mild temper outbursts, etc.)

### **Steps**

1. The Site Supervisor will remove the child from the situation and evaluate what needs to be done (i.e removed from the group, sit out for 5 minutes, apologize). The
2. Site Supervisor records incidents in daily log book.
2. The Site Supervisor informally requests assistance from parent/guardian as to how these behaviors are best dealt with at home.
3. The Site Supervisor may seek additional resources on specific behaviors from CC library or other sources.
4. The Site Supervisor may explain situation to Executive Director and seek input as to suggested next step.

## **Phase II Description**

Behaviors have escalated or become more frequent, disruptive and/or aggressive.

### **Steps**

1. The Site Supervisor completes an CC Incident Report on an incident, behavior, or pattern of behavior. The Site Supervisor arranges to meet with parent/guardian privately for a few minutes to present incident report and discuss concerns.
2. The Site Supervisor will share information about the situation with the Executive Director, discuss the behavior and the response from parent/guardian, and plan next step.

### **Phase III Description**

Disruptive / aggressive behavior continues with no improvement after Phase I & II interventions, and/or an additional incident occurs which Program Supervisor determines is a serious concern. **At this stage, the parent/guardian is advised that an intermediate step may be skipped and immediate suspension or expulsion from the program are possible consequences at any time in the future.**

### **Steps**

1. The Site Supervisor completes an CC Incident Report and discusses it with the parent/guardian.
2. The Site Supervisor consults with the Executive Director, utilizing all relevant information (log book, incident reports, etc.).
3. Depending upon the severity of the incident, the Executive Director may meet with or speak to parent/guardian by telephone. The Site Supervisor and the child may be included in a meeting at the discretion of the Executive Director.
4. Recommendation is made based on the Site Supervisor and the Executive Director's conclusions and results of discussion with parent/guardian.
5. At the discretion of the Executive Director the family may be notified that, without improvement in the situation, the child will be expelled from the program with notice of one week. This warning does not preclude immediate suspension or revocation of this notice in the event of a serious incident as outlined below.

6. Director communicates decision to parent/guardian directly, with follow up in writing, and maintains copy of letter in CC files. If the child is recommended for suspension, CC will outline the length of the suspension, and the requirements that must be satisfied before child is allowed to return to the program. The immediacy and length of the suspension will be based on the behavior or incidents that caused the suspension.

## **Phase IV Description**

Behavior continues with no improvement after Phase I & II and III, or a very serious incident has occurred.

### **Steps**

1. The Site Supervisor promptly consults with the Executive Director, utilizing all relevant information (log book, incident reports, etc.).
2. The Executive Director meets with the parent/guardian in person to discuss situation and strategies to deal with behavior. The Site Supervisor and/or the child may be included in this meeting at their request, or the request of the Executive Director.
3. The Executive Director will decide as to which possible action to be taken. Recommendation is made based on input from the Site Supervisor, Executive Director, and the results of parent meeting.
4. The Executive Director communicates the decision to the parent/guardian directly, with follow up in writing, and maintains a copy of the letter in CC files. If the child is recommended for suspension, CC will outline the length of the suspension, and requirements that must be satisfied before child is allowed to return to the program. The length of the suspension will be based on the behavior incidents that caused suspension and whether outlined requirements have been satisfied.
5. If the child has already been subject of a previous suspension, the Executive Director may decide to move on to Phase V and proceed with an immediate expulsion from the program.

## **Phase V Description**

Serious violent behavior occurs; or continued disruptive behavior continues despite Phases I - IV; or other serious rule violation.

## Steps

1. The Executive Director notifies the parent/guardian by phone regarding child's behavior and informs the parent/guardian that the child is suspended until further notice, effective immediately. The call is followed up with a letter to the parent outlining this decision, and a copy of the letter is placed in the CC files.
2. The Executive Director will immediately dismiss the child permanently from program.
3. The Executive Director and Site Supervisor consult one another to discuss final outcome.
4. The Executive Director formally advises parent of decision with follow up in writing and a copy of letter placed in CC files.

***The following are considered extremely serious incidents, and may be cause for immediate movement to Step III, in which case suspension and/or dismissal from the program is possible, with or without notice.***

- Injury to self, another child, or an adult
- Serious destruction of school or CC property
- Leaving the program site or school grounds
- Repeated uncontrollable behaviors or outbursts
- Repeated disruption of program function
- Inappropriate touching of other children
- Stealing
- Inability to function within normal program structure (i.e. refusal to follow rules; continuous crying or belligerence)
- Threats made toward children or adults
- Parental refusal to cooperate with CC at any step in the process
- Threatening behavior by parent(s)/guardians

- Any other behavior which the Executive Director deems a threat to the safety or physical or emotional well-being of program participants or staff

Each child and each case will be considered individually. Comet Care reserves the right to move directly to Phase III, IV, or V without moving step-by-step through other phases if conditions so warrant.