

CITY OF PHILADELPHIA ACCESS CENTER DISCIPLINE POLICY

The Access Centers strive to provide a safe place for your child to engage in their school's virtual learning. We welcome as many eligible children as possible. When children have a positive experience at Access Centers, surrounded by adults they trust, they will learn and grow. To make sure your child has the best experience possible, the Philadelphia Access Centers will use a positive approach to discipline.

Access Centers WILL:

- ◆ Communicate to children in a calm quiet manner and using positive statements.
- ◆ Explain unacceptable behavior to children.
- ◆ Reinforce positive behavior.
- ◆ Reason with and set limits for the children.
- ◆ Apply rules consistently, while acknowledging children's diverse abilities and needs.
- ◆ Model appropriate behavior.
- ◆ Give children opportunities to make choices and solve problems.
- ◆ Help children talk out problems and think of solutions.
- ◆ Listen to children and respect the children's needs, desires and feelings.

Access Centers WILL NOT:

- ◆ Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- ◆ Use any strategy that hurts, shames, or threatens a child.
- ◆ Use food or physical activity as a form of punishment.
- ◆ Place children in a locked and/or dark room.
- ◆ Leave any child alone, unattended or without supervision.
- ◆ Allow discipline of a child by other children or embarrass any child in front of others.
- ◆ Allow harassment or bullying from adults or children.

If Disciplinary problems occur, the Access Centers will adhere to the following progressive protocol:

- Site will notify the parent/guardian during pick up or call the parent/guardian to notify them of the challenge.
- A parent/guardian conference will be scheduled to develop a plan that will include the change in behavior needed and the steps the child, family and site will do to support the behavior change.
- If the parent/guardian or child is unable to follow the rules after 2 conferences the site director will put in writing that the student will not be able to return to the site

September 17, 2020

for either specific amount of time, or permanently, depending on the issue. The family will be informed of the reason that the child cannot return to the site.

- The Supervisor on Duty must approve the removal of a child from the facility.
- Any removal from a facility lasting longer than one day will be reviewed by the site director for the Access Center at issue.
- The Office of Children and Families leadership, or their designee, will review any removal lasting longer than one week.
- In reviewing whether to remove a child from an Access Center and in determining how long any such removal should last, staff and officials will consider the safety of the staff and children as well as the circumstances surrounding the removal, including reasonable accommodations for disabilities.

The Access Center reserves the right to immediately terminate services for a child if the Center staff feel that a child's behavior endangers themselves and/or the safety of other children, staff, or property. In this type of situation, the parent or guardian will be called to pick up the child immediately.

If the child is removed by the teacher from digital learning due to behavior issues, the parent/guardian will be notified and expected to connect with the teacher directly to address the behavior.

Note: Parent/guardian should inform the Access Center if their child has special needs. The Access Center will work with the family to try and find reasonable accommodations that meet the child's needs.

My signature below indicates that I have received a copy of the discipline policy and a copy of the Access Center rules. I have read and understand this policy and the rules.

Parent/Guardian Printed Name: _____

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

CITY OF PHILADELPHIA ACCESS CENTER RULES:

1. No displaying real or imitation weapons.
2. No physical abuse or assault of other children or staff.
3. No fighting, challenging to fight, pushing, or throwing things.
4. No verbal or physical threats or harassment of other children or staff. This includes obscene language or discriminatory remarks not directed at a particular person.
5. No engaging in or soliciting any sexual act including flashing, unwanted physical contact, touching, petting or sexually oriented gestures, sounds or comments, or the display of pornographic imagery.
6. No destroying or damaging Access Center facility, staff, or other children's property.
7. No engaging in activities that interfere with others' use of the facility.
8. No leaving or running away from the Center.
9. No illegal activity can occur in the Center, including, but not limited to bringing illegal items to the Center.