

Totowa Education Foundation

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Extracurricular Activity Policy

The Totowa Education Foundation runs several extracurricular activities during the year. Some of those activities include but are not limited to: The Middle School Musical and Enrichment classes, which run all year round. Any new programs created during the course of the year will still fall under this policy. **There will be no refunds for suspensions or expulsions for paid programs.**

Within our programs, limits and rules are clearly defined and consistent with the program in general. Teachers in enrichment classes and directors for the musical will set the appropriate rules for the activities they are supervising. Children should always behave.

Unfortunately, there are sometimes reasons we have to suspend or expel a child from our programs either on a short term or permanent basis. The Totowa Education Foundation employees will do everything in their power to work with the students and their families to try and prevent this measure from occurring. However, the following are reasons we may have to expel or suspend a child from our various programs:

IMMEDIATE CAUSES FOR SUSPENSION/EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff.

PARENTAL ACTIONS FOR CHILD'S SUSPENSION/EXPULSION

- Failure to complete required forms and make timely payments (when applicable)
- Habitual tardiness when picking up your child.
- Verbal abuse to staff
- Other

CHILD'S ACTIONS FOR SUSPENSION/EXPULSION

- Failure of child to adjust after a reasonable amount of time to the applicable activity.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Continual refusal to listen to directives from the staff.

SCHEDULE OF SUSPENSION/EXPULSION

If after the remedial actions for the above behaviors have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting a suspension/expulsion.

The parent/guardian will be informed regarding the length of the suspension/expulsion period.

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the program or future programs.

The parent/guardian will be given a specific suspension/expulsion date. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the applicable programs. If a child is suspended from a program run by the Totowa Education Foundation, that child will not be able to participate in any programs run by the Totowa Education Foundation for that school year moving forward.

**PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT
EXPULSION**

Staff will try to redirect child from negative behavior.

Staff will reassess classroom environment, appropriate of activities, supervision.

Staff will always use positive methods and language while disciplining children.

Staff will praise appropriate behaviors.

Staff will consistently apply consequences for rules.

Child will be given verbal warnings.

Child will be given time to gain control.

Child's disruptive behavior will be documented and maintained in confidentiality.

Parent/guardian will be notified verbally.

Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.