



R Excel School of Learning

Disciplinary and Expulsion Policies as of 7/3/24

Disciplinary and Expulsion Policies for R Excel School of Learning LLC.

*** Section 2.8 of the Child Care Facility Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the childcare facility***

Introduction

We are committed to providing a safe, nurturing, and respectful environment where every child can thrive academically, socially, and emotionally. Central to maintaining this environment are clear and equitable disciplinary policies that promote positive behavior while addressing misconduct effectively and fairly. These policies outline the steps taken to address behavioral issues, the levels of discipline implemented, the process for expulsion when necessary, and avenues for appeal to ensure transparency and fairness in all disciplinary matters.



Behavioral Expectations

Behavioral Standards:

We establish clear behavioral expectations aligned with the developmental stages of our children and communicate these expectations to both children and parents upon enrollment. Expectations encompass respect for others, cooperation, safety guidelines, and adherence to daycare policies.

Levels of Discipline:

- Level 1 - Verbal Warning:

Given promptly by the teacher for minor infractions, such as mild disruption or failure to follow classroom rules. Intended to correct behavior immediately and encourage self-correction.

- Level 2 - Time-Out:

Implemented if verbal warnings are disregarded or for more significant behavioral infractions. Time-out duration is determined based on the child's age and lasts no longer than is developmentally appropriate.

- Level 3 - Parent Conference:

Initiated if behavioral issues persist despite previous interventions.

Involves a meeting between parents, teachers, and possibly the director to discuss concerns, develop a behavior improvement plan, and set clear expectations for improvement.

- Level 4 - Director's Intervention:

Implemented when previous steps fail to resolve behavior issues satisfactorily. The director meets with the child and parents to address the behavior, discuss consequences, and outline further steps, which may include probationary measures.



In-Class Punishments by Teachers:

- Teachers are authorized to administer appropriate in-class consequences, such as time-outs or loss of privileges, as necessary.
- All disciplinary actions are documented promptly and reported to the director for review and follow-up.

Punishments by Director

1. Suspension

Temporary removal from the daycare environment for a specified period, determined by the severity and frequency of the behavior. Parents are required to arrange alternative care during the suspension period.

2. Expulsion:

Permanent removal from the daycare due to severe or repeated infractions. The decision to expel a child is made after a thorough review by the director, in consultation with involved staff and based on documented incidents.



Expulsion Process

Initial Review:

The director convenes a meeting with relevant staff, including the child's teachers, to review behavioral concerns and gather input. Parents are notified promptly and invited to participate in a meeting with the director to discuss the situation and review any documented incidents.

Student Conduct Board Appeal:

If expulsion is recommended, parents have the right to appeal the decision to the Student Conduct Board within a specified timeframe. *(30 Days)* The board, comprised of impartial members not directly involved in the incident, reviews all relevant information and hears from parents, teachers, and the director before making a final determination.

Final Decision:

The board's decision is communicated to parents in writing, outlining the rationale for the decision and any conditions or requirements for re-enrollment, if applicable. If expulsion is upheld, parents are required to remove the child from the daycare within a designated timeframe *(3 Days with an additional fee)*



Appeal Process

Formal Appeal:

Parents may submit a formal appeal to the Student Conduct Board within the designated timeframe. The board conducts a thorough review of the appeal, considering all relevant information and perspectives before rendering a final decision.

Equality and Fairness

Non-Discrimination:

Discipline and expulsion decisions are made without regard to race, color, religion, gender, national origin, disability, or other protected characteristics. All children are treated equitably and fairly in accordance with our policies and procedures.

Consistency and Transparency:

We strive for consistency in applying disciplinary policies and procedures across all children and situations. Communication with parents regarding behavior concerns, disciplinary actions, and the expulsion process is clear, respectful, and timely.



Documentation and Communication

Record-Keeping:

All incidents, disciplinary actions, and meetings related to behavior are documented accurately and comprehensively in the child's record. Documentation includes details of the behavior, interventions employed, and outcomes of disciplinary measures.

Parent Communication:

Parents are promptly informed of any behavioral concerns involving their child and are kept updated throughout the disciplinary process. Meetings and discussions with parents are conducted in a supportive and collaborative manner, focusing on solutions and the child's best interests.

Review and Training

Policy Review:

Disciplinary policies and procedures are reviewed regularly to ensure they remain current, effective, and compliant with state regulations and best practices in early childhood education.

Staff Training:

Staff members receive ongoing training and professional development in behavior management, conflict resolution, and the implementation of disciplinary policies. Training emphasizes strategies for fostering positive behavior and creating a supportive learning environment for all children.



Support and Resources

Supportive Resources:

Daycare provides resources and support to parents and children to address behavioral challenges proactively. Referrals to external professionals or support services may be recommended to assist with behavioral concerns beyond the daycare setting.



Discipline Appeal Form

Name of Child	Date of Incident	Teacher	Type of Punishment
Reason for Appeal	Child's Age	Date of Enrollment:	Number of previous disciplines

Please Describe the incident in which you are appealing:

Parent/Gurdian Signature

Directors Signature

Date: _____



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