



Student Behavior Policy

Dear SHINE Parents/Guardians,

Below are the details of the SHINE Student Behavior Policy. The policy has been adopted to ensure all student's safety at the SHINE After School Program while utilizing any equipment that students may have the opportunity to use. If you have any questions regarding this policy, please contact SHINE at 570-408-4368.

SHINE Student Behavior Policy

- **ALL school rules apply** (no bullying, no cell phone usage during the program, etc.)
- ***** Students MUST exhibit interest in participating in the program. Students that refuse to participate on a regular basis or are consistently disruptive and not interested in the projects will be dismissed from the program at once. *****
 - Absolutely No roughhousing during the program or in the computer or technical labs
 - No abuse of SHINE/ CTC equipment/supplies (including electronic) or any equipment found in the technical shops
 - No foul language
 - Keep hands and feet to yourself- No hitting, punching, kicking, poking, etc.
 - Must stay in school clothes, no changing during program

***The middle school program is based out of a Technical Center, therefore, there may be additional basic safety rules that apply depending on the project and shop students may be working in.

Consequences

Breaking any of the above rules **or any misbehavior designated inappropriate or dangerous at a SHINE teacher's discretion** will have the following consequences:

- A referral will be written for students exhibiting any behavior indicated on the SHINE Disciplinary Referral (see attached)
- All referrals will accompany a phone call to the student's parent/guardian
- Further action taken will be noted on the referral and communicated to the parent/guardian
- **Students will be expelled from the SHINE Program at the 3rd referral in a school year (September-May)**

Note: In any case where a student is exhibiting **exceedingly dangerous behavior to themselves, other students or staff, immediate expulsion from the SHINE program will result. Parents will be required to pick up the student at the center immediately*****

Student Name: _____

School: _____

Parent/Guardian Signature: _____ Date: _____



Disciplinary Referral

Student Name & Grade	Sending School	Date of Incident	Time of Incident
Location of Incident	Name of Person Making Referral (print)		Signature
Reason For Referral			
<input type="checkbox"/> Misconduct in classroom/cafeteria/hall/lavatory/outside <input type="checkbox"/> Leaving program/school grounds without permission <input type="checkbox"/> Unauthorized presence in/outside building <input type="checkbox"/> Presence in off-limit area <input type="checkbox"/> Leaving classroom/group/program without permission <input type="checkbox"/> Disruptive behavior <input type="checkbox"/> Disrupting In-SHINE suspension <input type="checkbox"/> Failure to report to assigned area/group <input type="checkbox"/> Disobedience/disorderly conduct <input type="checkbox"/> Defiance/disrespect/ insubordination <input type="checkbox"/> Violation of computer internet policy <input type="checkbox"/> Lying/omitting the truth <input type="checkbox"/> Theft/stealing <input type="checkbox"/> Public display of affection <input type="checkbox"/> Indecent contact <input type="checkbox"/> Bullying/cyber/harassment		<input type="checkbox"/> Harassing/threatening school officials <input type="checkbox"/> Threatening another student <input type="checkbox"/> Hitting/striking another student/assault <input type="checkbox"/> Fighting/provoking a fight <input type="checkbox"/> Endangering the safety of others <input type="checkbox"/> Fire safety violation <input type="checkbox"/> Terroristic/bomb threat <input type="checkbox"/> Misuse of program/school materials or equipment <input type="checkbox"/> Defacing property/vandalism <input type="checkbox"/> Possession of contraband (See sending school rules) <input type="checkbox"/> Possessing inappropriate materials (See sending school rules) <input type="checkbox"/> Vulgar language <input type="checkbox"/> Alcohol/drug/tobacco violation <input type="checkbox"/> Violation of weapons policy (See sending school rules) <input type="checkbox"/> Use of cell phone/ tablet during program <input type="checkbox"/> Other	
Explanation: _____ _____ _____			
Administrative Action Taken			
<input type="checkbox"/> Verbal warning/reprimand & parent notification <input type="checkbox"/> Privilege suspended <input type="checkbox"/> Privilege revoked <input type="checkbox"/> Restitution of damages <input type="checkbox"/> Conference with student/parent/SHINE official Referral # _____ of 3		<input type="checkbox"/> Forwarded to sending school administration <input type="checkbox"/> Suspension (in SHINE) <input type="checkbox"/> Suspension (out of SHINE) <input type="checkbox"/> Expulsion from program Comments: _____ _____	
SHINE Administrator (print): _____ Signature: _____			
Sending School Administrator (print): _____ Signature: _____			