

Cardinal After-School Program Consequence Plan

The following are the steps for misbehavior and/or not complying with the Cardinal After-School Program expectations.

1. First event
 - a. Warning – Coordinator
 - b. May warrant call to parents
1. Second event
 1. Visit to the office – MS/HS or Elementary Principals
 2. Call to Parents to inform potential need to pick up student early from program
2. Third event
 1. Call to Parents to inform and schedule a meeting
 - i. **Student may not be allowed to attend Cardinal After-School Programming until parent meeting is complete.**
 2. Meeting with Parent (within a 2 week time frame preferably sooner or as soon as schedule allows)
 - i. Develop Action plan with a 2 week follow up review: (Action = a completion of a commitment on the part of the party identified)
 1. School/ Cardinal After-School Program Action – Cardinal ASP Coordinator, Elementary and/or MS/HS Principals
 2. Parent Action
 3. Student Action
 - ii. Results of the Action plan may or may not include participation in the Cardinal After-School Program... this is determined by student, parent(s) and Elementary and/or MS/HS Principals
 - iii. If the student is not abiding to Action plan as written by the Student, School /Cardinal After-School Program the Program Coordinator will contact parent(s) regarding student not abiding by the action plan and the student is then un-enrolled.
 - iv. If a meeting is not scheduled due to the inability to communicate with parents though attempts were made via phone, mail, and email it is possible that the student will be un-enrolled. A letter to the parent(s) indicating un-enrolled status will be completed by the Cardinal After-School Program Coordinator. A copy of the letter will be kept in student file.

All bus conduct reports will be handled similar to the dayside program bus conduct consequences plan. Please see bus rules on back. The Elementary and/or MS/HS Principals and the After-School Program Coordinator will be involved in all disciplinary needs.