



Willard PTO
Safety/Disciplinary Policy
2011 - 2012

Willard PTO Mission: To create a community of parents, educators and students working together to enrich the mind and spirit of each Willard Child.

Dear Parents,

Thank you for your interest in Willard's PTO programs. We work hard to be sure that our enrichment programs run smoothly and offer children positive learning opportunities. We also want to ensure safe policies and procedures for all our PTO sponsored activities. To effectively do this, we need your help and your child's cooperation. As you consider enrolling in any of our programs, please do the following:

- Speak with your child and accurately assess their interest in the subject. If your child isn't interested, he/she is more likely to feel or act bored. This behavior is disruptive for classmates and difficult for the teacher/volunteer. In addition, you are more likely to have trouble getting your child to do any required homework/preparation.
- Stress to your child that, although this is a PTO program and we are focused on fun, we still expect the same level of preparedness, attendance and respect for peers and teachers that his/her regular classroom teacher requires.
- Understand that volunteers fill most of the teaching positions in the PTO. We cannot expect them nor require our volunteer parents to be able to deal with difficult, negative student behavior as proficiently as our trained, certified classroom teachers do.
- We are requesting all families who participate in our PTO programs read the attached Safety/Disciplinary policy with your child. Once you both understand the material, you and your child must sign and return the form with your registration materials.

Thank you for your interest and cooperation in making our PTO programs a positive learning experience in a safe environment. If you have any questions regarding this policy, please contact Mary at 366-8778 or email at marycappelli@sbcglobal.net, or Rosa at 488-0282, or email at r_castellano@comcast.net.

Sincerely,

Mary Cappelli
PTO Co-President

Rosa Castellano
PTO Co-President

Student Name: _____

(Please print legibly)

Classroom Teacher: _____ **Grade:** _____

PTO Safety/Disciplinary Policy

Expected Student Behavior

- 1.) Student will treat teachers and students respectfully. This means letting others speak without interruption; raising your hand when you wish to speak; keeping comments kind and constructive; obeying the teacher's quiet sign.
- 2.) Student will behave respectfully in their physical actions. This means keeping your body to yourself – no hitting, punching, wrestling or rough touching; staying in your seat unless you have permission to leave it.

In addition, your teacher may add other rules he/she feels are necessary to create a safe and fun environment in which to work and learn.

Parent Responsibility

- 1.) Parent will notify the Willard School office of any before or after school absences for PTO class programs. (Chess Club, Science Club)
- 2.) Parent will provide a reliable cell phone or home number in case of emergency.
- 3.) Parent will attend Saturday or evening programs with their child. (Family Math Festival, School Social, Pancake Breakfast, Science Festival, Film Festival, Reading Nights, etc).
- 4.) Parent will pick up their child promptly at the dismissal time of the program unless the child is allowed to walk home. Please note that supervision is not provided after the program end time.

Disciplinary Actions

If a student disobeys any of these rules, the teacher/volunteer can, at his/her discretion, take the following actions.

First Offense: Provide a verbal warning which restates the rule.

Second Offense: Isolate the student in a "time out" for 5 minutes. The teacher will also send home a written warning indicating the reason for the student's time out, as well as the need for parental involvement (detailed below) if the problems continue.

Third Offense: If a teacher has had to isolate a student more than once during the length of the program, the teacher/volunteer will call this student's parents. At the teacher's discretion, the student may not be allowed to return to class unless accompanied by his/her parent. This arrangement can continue until the teacher, parent and student agree that the student is ready to follow the rules without intervention.

Fourth Offense: If the student fails to respond to the parent/teacher conferencing, relapses and continues the previous behavior, begins a new disruptive pattern, or behaves disruptively even with his/her parent present, he/she will no longer be allowed to participate in the PTO program.

If a teacher/volunteer witnesses a serious infraction meriting immediate dismissal from the program, he/she is not obligated to take all of the above steps.

Parent Signature/date

Student signature/date

cell or home phone (please circle)