

**Gervais Elementary School
After School LatchKey Program
Behavioral Contract**

Participating in the LatchKey After School program is a privilege. The elementary school administration and the LatchKey staff aim to provide you with a safe environment for students to engage in academic enrichment activities and for them to explore interests, expand their experiences at school, and have fun with friends. Signing this form means that you, both student and parent/guardian, understand and agree to follow the guidelines put in place to make the afterschool time safe and enjoyable for all.

- 1). Student's must have this signed behavioral contract on file with the school office to participate in after school activities.
- 2). All Gervais Elementary School rules apply during after school activities. A more thorough description of school rules can be found in the student handbook, which is distributed to students at the start of each school year. A copy of the student handbook is also kept in the main office and is available for viewing upon request.
- 3). Of particular note for the afterschool LatchKey program, it shall be noted that both the elementary school administration and the LatchKey staff expect outstanding and respectful behavior from all program participants at all times. Any disrespectful behavior towards LatchKey staff or other students will not be tolerated. The elementary school administration and the LatchKey staff understand that student participants are young and are likely excited to socialize after a long academic day, both of which contribute to the fact that participants may make poor decisions at times. The LatchKey staff will aim to be gentle and consistent when redirecting students on appropriate and expected behavior. In response, the LatchKey staff expects all participants to respond accordingly. Not following directions or instructions provided by the LatchKey staff is the most common form of disrespect.
- 4). During the school day, student misbehavior that violates school rules may result in the issuance of a behavior referral form. The same will occur during the LatchKey afterschool program. LatchKey will operate on a three-referral process.
 - Similar to the school day, referrals will be issued by the discretion of the staff member, and reviewed by the school administration for approval.
 - When the first behavioral referral is issued to a student, the LatchKey staff member who issued the referral will make contact with the parent/guardian of that staff member, either by phone or in-person, and explain the nature of the referral. This is not an opportunity for the parent/guardian to try and convince the LatchKey member to rescind the referral; that can only be done by school administration. This is only an opportunity for the parent/guardian to gain clarity on why the referral was issued.
 - When the second behavioral referral is issued to a student, the school administration will request an in-person meeting with that student and his/her parents/guardians. The nature of this conversation will be positive and intended to identify appropriate behaviors that will prevent the student from earning a third referral.
 - When a third behavioral referral is issued to a student, that student will be removed from LatchKey for the remainder of the year.
 - Ms. Kay Gage, Gervais Elementary School Assistant Principal, will have the final decision on the acceptance of any behavioral referral and the decision to remove a student following a third behavior referral. All program questions, comments, or concerns should be directed to her. She can be contacted through the school front office.

Failure to comply with the aforementioned contact may result in immediate dismissal from the afterschool program for a period of time determined by Ms. Gage, which can extend to the remainder of the year.

Student Signature; _____ Date; _____

Parent Signature; _____ Date; _____