

READ USA Student Code of Conduct

READ USA contracted workers will fill out an incident report for each of the following incidents. Members will be redirected to a more positive activity, placed in a time out, be restricted from activities, or be removed from the tutoring program depending on the severity and frequency of the following incidents:

- Swearing
- Bullying
- Mistreatment of materials
- Not following teacher/tutor directions
- Being disrespectful towards READ USA personnel, tutors, and or READ USA staff
- Disruption of programming
- Inappropriate behavior

READ USA reserves the right to escalate response to incidents of the following nature:

- Fighting
- Excessive bullying
- Threatening READ USA personnel, tutors, or others
- Vandalism
- Endangering self, READ USA personnel, READ USA staff, or others
- Bringing a weapon
- Extreme inappropriate behavior

READ USA program will follow the Duval County Public Schools Student Code of Conduct in any case not listed above.

Parent Printed Name:

Parent Signature:

Date:

Student Printed Name:

Student Signature:

Date:

Discipline Procedures

These policies and procedures have been established to ensure that all who encounter READ USA, Inc. programs will have a positive and safe experience. In all cases, plan to mediate and improve student behavior must be documented on the incident report. Keep in the teacher binder and scan and email to info@readusainc.com.

When the situation arises that READ USA program personnel must escalate discipline because of an incident that challenges the READ USA Student Code of Conduct, we believe, first, in the benefit of engagement and prevention. Usually, discipline procedures should follow this order:

- 1st incident- READ USA teachers are to give a verbal warning to student about behavior (Unless offense is a violation of safety, then escalate according to the following steps).
- 2nd incident- READ USA teachers are to write an incident report and explain thoroughly the student behavior without opinion-based language. Example: **Student 1 shoved student 2 into the wall in the aftercare room.** Phone call to parent MUST be made by READ USA Lead Teacher to discuss planned changes to student behavior.
- 3rd incident- READ USA teachers are to write an incident report. Phone call to Parent MUST be made by Lead Teacher assigned to the Elementary School.
- 4th incident- READ USA teachers are to write an incident report. Phone call to Parent MUST be made by Lead Teacher and escalated to Tutoring Program Director.
- 5th incident- READ USA teachers are to write an incident report. Phone call to Parent MUST be made by Tutoring Program Director and escalated to READ USA Chief Executive Officer.

Reminder- Students who are challenged by content may reach a level of frustration that is difficult to correct. Genuine empathy and positivity is invaluable.

Attempt positive discussion with student/tutor/teacher to redirect student to more effective use of their time.

If appropriate and necessary, use consequences such as time to reflect and regroup, and/or a few minutes of deep breathing.

The planned behavioral intervention should meet the severity of the incident and be meaningful for resolution.

Communication Chain

1. Tutor	Reports to teacher	
2. After Care Teacher	Writes/submits to teacher	
3. READ USA Teacher (varies)	_____	_____
4. Lead Teacher (varies)	_____	_____
5. Tutoring Program Director	Tabetha Cox	tabetha@readusainc.com
6. Chief Executive Officer	Dr. Robert Kelly	rob@readusainc.com

READ USA Incident Report

School: _____

READ USA Teacher: _____

Date: _____

Time of incident: _____

Location of incident: _____

List all Person(s) involved in the incident including READ USA personnel:

_____	_____
_____	_____
_____	_____

Description of the incident:

Immediate action(s) taken:

Plan of action to prevent future incidents:

Notification(s): 1 copy of this form is sent home with each child/teen involved in incident. Parent signature required for any child/teen under 18 years of age.

Person and Role	Email/Phone	Signature

Parent/Guardian Signature: _____

Date: _____