**Student Discipline Code Template**

The content, length, and format of the student discipline code should be determined by the organization in advance of summer. Additionally, site management should communicate the student discipline code to all staff and clarify roles/responsibilities.

Some questions to consider when creating a discipline code:

* To which discipline code are students accustomed during the school year?
  + You should reference your local school district’s code of conduct as you begin formulating/finalizing your organization’s code.
* How does this discipline code – to which students are accustomed – apply to your setting?
  + What needs to be changed, if anything?
* What is your actual student discipline code for the upcoming summer, including expectations for student behavior, activities around both positive and negative reinforcement, and consequences (for students) of not following code?
* How will you communicate the student discipline code to students and families at beginning of programming?
  + How will you establish expectations for students early, set goals, and reinforce (positively/negatively) consequences of behavior?
* What resources, if any, will you use for maintaining positive student behavior? Examples: incentive system, etc.
* How will you communicate discipline code to staff before summer programming begins?
  + How will you delegate roles/responsibilities related to the discipline code? For example, who is in charge of removing a student from a classroom, who calls home to notify parents/guardians of inappropriate behavior, who monitors students who need 1-on-1 attention?
  + How will you provide staff with the skills to enforce the discipline code?
* Please clarify roles/responsibilities of your program staff related to your student discipline code. For example, please detail who will be responsible for:
  + Communicating student discipline code to students by 1st day of programming, and reminding them throughout program
  + Enforcing the code
  + Dealing individually with students who are struggling with code compliance
  + Following through with enforcement (i.e. calling student home, removing student from activities, etc.)