



Hello Advance U Families,

This notification is to share specific information regarding our Extended Day policy as it relates to our school day. Extended day is a program designed to provide enrichment opportunities for students outside of the regular school day. Students receive homework help, tutoring, and interventions in a small group setting to target areas of need. It is an extension of our regular school day which means that our discipline policy and behavioral expectations are extended through the program.

The purpose of our discipline policy is to create a positive climate where each student feels safe; where parents are kept informed of their student's behavior and are encouraged to support their student; and where all students are provided with opportunities to grow in personal and social development.

Our Extended Day hours of operation are from 7:00am - 5:00pm Monday - Friday. Students are expected to be picked up no later than 5:00pm. Our staff members have outside responsibilities and are not able to remain open beyond 5:00pm on a daily basis.

Discipline

If a student fails to follow the discipline policy and is referred to the office on the first time, the parent will be informed and the student will receive a warning. If the student receives a second discipline referral a parent conference will be held. If a third discipline referral happens the student will be suspended from the Extended Day Program for one week. If a student is suspended from the program more than 3 times, that student will be expelled from the Extended Day Program for the rest of the year. *A flowchart of the behavior management process has been attached for your reference. Full discipline policy can be found in the Student Handbook.*

Late Pick Up

If a student is picked up late for the first time, the parent will be informed of the hours of operation and the late fee will be waived as a courtesy. If the student is picked up late a second time, there will be a fee of \$1.00 per minute assessed to the student account which is due at the end of the week. If the student is picked up late a third time, the student account will be charge \$1.00 per minute and the student will be suspended for one week. If a student is suspended from the program more than 3 times, that student will be expelled from the program for the rest of the year. Unpaid late payment fees will result in suspension from the program until the fee is paid.

Quick reference

3 referrals = 1 week suspension
(Every 3 referrals)

3 late pick ups = 1 week suspension + fee
(Every 3 late pickups)

3 suspensions = Expulsion for the year