



**PROGRAM RULES & DISCIPLINE POLICY**  
**Merriam Avenue School**

Working together, the students and staff of Project Launch have created the following set of Program Rules, which are designed to ensure that everyone participating in the program gets the full benefit and enjoyment from it:

1. Respect Staff, Peers, and Property
  - a. *Respect: Politeness, kindness, loyalty, honesty & treating others the way you would like to be treated.*
2. Keep YOUR hands, feet, and objects to YOURSELF
3. Listen and follow directions
4. Early Dismissal: if a student is leaving early the must notify the site coordinator

We expect every student to be responsible for their own actions and to follow the above stated Project Launch Newton Program rules, which were created and adopted by the group as a whole. Rules apply during all Project Launch Newton activities, as well as on the bus. There will be consequences for students who are unable to abide by these rules.

**Program Discipline Action Policy:**

**Level 1:** Verbal warning

**Level 2:** Seat change within the classroom

**Level 3:** Removal from the classroom - Call home after 2 removals in one week

**Level 4:** 1 Week suspension from PLN

**Level 5:** Removal from the program

***\*\* Physical aggression during PL or on the bus immediately results in level 4 consequences. If there is a second physical aggression this will result in level 5 consequences.***

***\*\* Following Level 4 consequences before the student returns to PLN – a family meeting will be required with the student, family, and PL Coordinator to review expectations upon returning to the program.***

***\*\*\* If a student has reached level 3 twice due to disrespectful behavior towards staff the student will advance to Level 4, if the student reaches level 3 for a third time the student will advance to level 5.***

**Bus Discipline Action Policy:**

**Level 1:** Verbal warning and seat change

**Level 2:** Call home and receive a permanent seat change

**Level 3:** Suspension from bus privileges

**Level 4:** Bus privileges will be terminated

NOTES ON RIDING THE BUS: please understand that certain rules must be observed by all students riding the bus. You MUST ride your ASSIGNED route and you MUST get off at your ASSIGNED stop. If you plan on going home with a friend, you MUST be picked up at the school and you MUST provide a written note of permission from a parent.