Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attendance Policy**

Each child who is registered in the LEAP Program is expected to attend each day unless he/she has an excused absence. The following are excused absences:

* Personal illness
* Serious illness or death in student’s immediate family
* Conditions making attendance impossible or hazardous to the student’s health or safety.

If a student is absent from LEAP, a written note from the parent or guardian explaining the reason for the absence is required. An absence is not excused until a note is received within three days of his/her return. If a student has more than six unexcused absences, the student can be removed from the program. Every two unexcused early dismissals will count as one absence. An early dismissal is any dismissal before 5:30 P.M.

**I have read and understand the attendance policy.**

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discipline Policy**

This program is a privilege and appropriate behavior is expected. Students are required to follow the rules and regulations set forth in the WCPS Code of Conduct and WGES Student Handbook. Students will be held accountable for their behavior. The discipline policy is in effect at all times (in the school building, on school grounds, on the bus, at the bus stop, and during LEAP field trips).

The following procedures will be followed:

1st Offense: Warning - The student will be warned verbally of the inappropriate behavior

2nd Offense: Referral- The student will be sent home with a discipline referral for families to sign and return.

3rd Offense: 5 day suspension from the LEAP program/phone call and discipline referral

4th Offense: 10 day suspension from the LEAP program/phone call and discipline referral

5th Offense: Suspension from the program for the extent of the semester/phone call and discipline referral

Students who are removed from the program for the first semester of the school year and return to the program for the second semester may be removed from the program for the remainder of the year if a another offense is committed.

I have read and understand the discipline policy.

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accountability**

The well-being of our students is our utmost priority in the 21st CCLC Program.

Judy Sanders, 21st CCLC Site Coordinator

Walnut Grove Elementary School

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