



## **21st Century COLA Program Policies and Procedures for Afterschool and Summer Camp Programs**

1. Be prepared with homework assignments and materials
2. Keep up with my student planner to remain on schedule with assignments and events
3. Be kind; respect others and yourself; no bullying
4. No foul language, profanity, or cursing
5. No cell phones or other electronic devices during the planned activities. Keep cell phones in your bags while in the program
6. No hats or hoodies indoors
7. Respect each other's personal space
8. Respect other people's property: do not take, break, disconnect, vandalize, or destroy any property
9. No disruptive behavior, including throwing things, fighting or violence of any kind. Keep hands to yourself
10. No accessing any inappropriate or violent items on games, computers, or other electronic devices
11. No toys, unless it's part of a school-based, afterschool or summer camp project
12. No food or drinks in the classrooms unless it is approved
13. No running, horseplay, or loud noises in the hallways
14. Keep all personal items in your bag and do not exchange items with other students
15. Clean up behind yourself (i.e., put trash in the trash cans, push chairs under the table)
16. Report any concerns to an activity coordinator, teacher, volunteer, or Project Director
17. School rules at the 21st Century COLA Program will follow the guidelines of Northside Middle and East Point Academy.
18. Consequences can be amended at the Project Director's discretion



Behavior Offenses	Consequences		
	1st Offense	2nd Offense	3rd Offense
Horseplay/ Hitting, kicking, or pushing,	Warning/ Parent Contact	Parent Conference 1-2 Days Suspension	2-4 Days Suspension
Disrupting Class	Warning/ Meeting with Program Director	1-2 Days Suspension	2-4 Days Suspension
Inappropriate Behavior	Warning/ Meeting with Program Director	1-2 Days Suspension	2-4 Days Suspension
Profanity towards students	Warning/ Parent Contact	1-2 Days Suspension	2-4 Days Suspension
Profanity towards staff	1-2 Days Suspension	Parent Conference 2-4 Days Suspension	5 Day Suspension
Bullying	Meeting with Project Director 1-2 Days Suspension	3-5 Days Suspension	Removal From Program
Vandalism/ Destruction of program property	1-2 Days Suspension	Parent Conference 2-4 Days Suspension	5 Day Suspension
Possession of contraband or stolen goods	Meeting with Program Director 1-2 Days Suspension	2-4 Days Suspension	5 Day Suspension



Fighting	1-3 Days Suspension	3- 5 Days Suspension	Removal From Program
<b>21<sup>st</sup> Century Bus Policies</b>			
<b>Behavior Offenses</b>	<b>Consequences</b>		
	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Horseplay/ Hitting, kicking, or pushing,	Warning/ Parent Contact	Parent Conference 1-2 Days Bus Suspension	2-4 Days Bus Suspension
Not sitting in assigned seats or standing Refusal to comply with bus drivers' instructions or safety regulations	Warning/ Parent Contact	Parent Conference 1-2 Days Suspension	2- 4 Days Bus Suspension
Profanity towards students	Warning/ Parent Contact	1-2 Days Bus Suspension	2-4 Days Bus Suspension
Profanity towards staff	1-2 Days Bus Suspension	Parent Conference 2-4 Days Bus Suspension	5 Day Bus Suspension
Bullying	Meeting with Project Director 1-2 Bus Days Suspension	3-5 Days Bus Suspension	Removal From Program
Fighting	1-3 Days Bus Suspension	3- 5 Days Bus Suspension	Removal From Bus Transportation



**BROOKLAND-LAKEVIEW**  
**21<sup>ST</sup> CENTURY COLA PROGRAM**  
*Character building. Optimal reading and writing. Learning through the arts.  
Achieving math proficiency.*