

# Managing Discipline in the Lab

Discipline is a great responsibility we have as leads/assistants in order to keep the peace and maintain a friendly environment for all.

**Here is what must take place in this order:**

## **Strike 1**

Action: Child misbehaves above a level of normal excitement and play.

Consequence: Child receives a warning if action is interfering with the friendly environment through physical or inappropriate use of language but does not cause harm or psychological shock. Notify the child what the consequence will be if a second warning has to be given so they have a fair warning in advance. Do this discreetly so as not to embarrass the child in front of his/her peers.

## **Strike 2**

Action: Child misbehaves a second time in the same day for the same thing or something similar, but does not cause harm or psychological shock.

Consequence: Child receives a five-minute time-out either in a chair away from everyone or sent to bins to organize. Notify the child what the consequence will be if a third warning has to be given so they have a fair warning in advance. Do this discreetly so as not to embarrass the child in front of his/her peers. Deduct 2 WizChips from the student(s) in trouble using the LabTab.

## **Strike 3**

Action: Child misbehaves a third time in the same day for the same thing or something similar, but does not cause harm or psychological shock.

Consequence: Child receives another five-minute time-out in a chair away from everyone. Parents are to be notified ONLY at the end of lab pick up that day, or if parents do not pick up child then send email to them that same day explaining the actions of the three behavior issues and the consequences given for each one. The email must be CC'd to Kenya and Joshua at all times when emailing a parent. If you need help writing an email to the parent, please email the story to Kenya and ask her to follow up with the parent as well as CC Joshua. Notify the child what the consequence will be (*they can be removed from the Lab*) if another two sets of three strikes within that same week (for camp) or semester (for after school) is counted against them so they have a fair warning in advance. Do this discreetly so as not to embarrass the child in front of his/her peers. Deduct 5 WizChips from the student(s) in trouble using the LabTab.

**Protocol for serious behavior issue(s):**

Action: Child acts in a violent, irrational, or uncontrollable manner.

Consequence: Immediately contact Kenya so that you may continue to run the lab while she contacts the parent(s) to ask for the child to be removed from the room. If this takes place, always stand between the child and other children until control is restored or parent removes the child from the room. Do not turn your back and ignore the child if he/she is acting violent or uncontrollable. You must protect the children, yourself, as well as the child in question. There is always a possibility for the child to be upset and run out of the lab and disappear. Depending on the situation, the student may be asked not to return to Lab.