

## Operation P.E.A.C.E.

### Rules and Regulations at Operation P.E.A.C.E.

1. Respect
  - a. At Operation P.E.A.C.E., we believe that everyone deserves respect and kindness.
    - i. We show each other respect by:
      1. Only one person speaking at a time.
      2. When a person is speaking, we put down whatever we are doing, and give them our full attention.
      3. When a person is speaking, we give them eye contact to show that we are listening and we wait to raise our hands until after the person is finished speaking.
    - b. Respect for the space
      - i. Students should remember that Operation P.E.A.C.E. is a community space and we must treat that space with respect and kindness.
      - ii. Students must clean up after themselves after all activities.
      - iii. Students must be respectful of others, including staff, each other, and the tenants in the building. (Treat each other how you want to be treated).
2. Appropriate Behavior
  - a. Students must remember and follow the Operation P.E.A.C.E. Respect Agreement and Behavior Contract at all times.
  - b. The Youth Center is a place of respect and kindness. Everyone must work together, follow directions and listen to the teachers. There should not be attitude, talking back, or putdowns.
3. The following behavior is inappropriate and unacceptable at Operation P.E.A.C.E.:
  - a. Fighting of any kind- including punching, kicking, pushing, hitting, pinching, and/or verbal abuse.
  - b. Drawing inappropriate material.
  - b. Verbal bullying and cursing.
  - c. Stealing- Under no circumstance is it okay to take something that does not belong to the student.
4. The following items are inappropriate and unacceptable at Operation P.E.A.C.E.:
  - a. Any electronic gaming device with inappropriate material.
  - b. Weapons of any sort- real or fake.
  - c. Books, magazines, games, DVDs etc containing inappropriate or adult material.
  - d. Cell phones- students may have these devices, but they **must be kept on vibrate** and kept away in students' backpacks. Students may alert teachers if they are awaiting an important personal phone call. Students are allowed to use the Operation P.E.A.C.E. After School phone to contact guardians at any time.
  - e. Music devices brought by students- iPods, mp3 players, etc are not to be used during the After School or Summer Academy time.

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### 5. Snacks

- a. Snack time occurs upon arrival. Operation P.E.A.C.E. students may have a snack that is one serving size-if more, students may bring the rest home, or save the food for the next day.
- b. As a vote for healthy eating, Operation P.E.A.C.E. would prefer that students choose healthy snacks (fruit, crackers, veggies with dip).
- c. **Students must bring their own snacks to the program**, and must abide by Operation P.E.A.C.E. guidelines on when to consume them.
- d. If there are medical/ allergic considerations parents **MUST** include this information during registration.

### 6. Phone Use

- a. Students must ask permission before using the Youth Center phone and give staff a reason for making the call.
- b. The phone is for calling parents and guardians, and on occasion, a friend for homework, not for idle conversation.

### 7. Homework Policy

- a. Students will primarily receive help with their homework for one hour (students' "Power Hour" time). If students are not finished during this time, they may choose to begin homework earlier or continue working on homework until 6PM.
- b. If students do not have homework, or finish early, they will work on individualized After School packets or academic activities.

### 7. Absences and Tardies

- a. Parents and guardians **MUST contact Operation P.E.A.C.E. if their child will be late or absent** from Operation P.E.A.C.E. -a student's verbal relay of the message is not acceptable.
- b. Operation P.E.A.C.E. will keep an attendance record.
- c. In order to ensure the health and safety of students and staff, children that remain home from school sick may not attend the After School. Students that become ill at the Youth Center must be picked up and kept home until their physical condition is safe and appropriate for the program.
- d. Please contact the Youth Coordinator for further After School health regulations and procedures.

### 8. Hours of Operation P.E.A.C.E.

- a. The After School Program is open Monday- Friday from 3:00 pm through 6:30 pm.
- b. *No student will be allowed to enter the program after 5:30 pm for any reason other than bussing delays.* Late entry disrupts other students and does not allow children sufficient time to engage in After School activities.
- c. Operation P.E.A.C.E. reserves the right to close due to inclement weather (snow, heavy rains, etc), but will contact parents and guardians as soon as possible. When

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in doubt, remember that Operation P.E.A.C.E. follows the Boston Public School System in regards to dismissals and closings.

- d. Parents and Guardians should be aware that the After School Program closes PROMPTLY at 6:30PM. A late fee of \$5 will be charged for every ten minutes late. Excessive late pick-ups will result in a meeting with the Youth Coordinator and Executive Director.

***The Operation P.E.A.C.E. After School follows the Boston Public School System Schedule. We do reserve the right to make changes to this schedule and will provide as much advance notice as possible.***

***\*As a reminder, the Operation P.E.A.C.E. After School provides specialized educational programs for children in grades Kindergarten 2 through Fifth Grade. Please contact Operation P.E.A.C.E. if you need a list of alternate programs for older youth.***