Education Stations ~ Behavior Contract/Acknowledgement of Handbook/Media Release Form

Last Name:	First Name:	School:

The Melrose Education Stations protects the rights and dignity of all students while encouraging a fun and cooperative atmosphere. Staff model positive communication and behaviors, and expect all students to follow the rules. Please discuss the following rules and procedures with your student and sign below.

As a student attending the Education Stations program, I promise to follow the rules:

1. **Be safe**: use body in a controlled way to keep everyone protected
2. **Be caring**: say and do things that help others and encourage good feelings
3. **Be respectful**: follow directions, recognize everyone's rights, and be positive
4. **Be responsible**: do my personal best, think about my choices, and be a good group member

The Melrose Education Stations is a place for learning, fun and friends. I can help solve problems if they come up. I know that my job is to tell a staff member if I feel hurt or unsafe. I will tell a staff member if I see other kids acting unkind or unsafe. I know that everyone is expected to follow the same rules.

If I break these rules, I'll have 3 chances each day to make better choices. Every day is a fresh start.

# of times rule broken	Staff says	What staff will do…	What I will do…
1st offense	"Warning"	Staff will give me a quick warning, and tell me what I should be doing instead.	I will realize that it is time to pay more attention to my behavior and do better.
2nd offense	" 1st Chance"	Staff will talk with me privately, help me name better choices and make a plan to fix the problem and move forward.	I will use my plan and make better choices. I will try harder to think about and follow the rules.
3rd offense	" Last Chance"	Staff will ask me to leave the group and complete a check-in sheet. Later they will help me understand what I need to do to get back in the group.	I will think about what happened and fill out the sheet honestly. After we talk, I will do what is asked so I can be with the group and do fun activities.
4th offense	" No more chances today"	Staff will give me a safe area to stay in, away from the group for the rest of the day. They will talk with my parent(s) and I will not be allowed to come to my next scheduled day(s) of classes.	I will understand that I can't participate in any more games/activities the rest of the day. I will talk with my parents about how to make better choices when I come back next time.

I do not get any warnings if I do something serious like hurt someone, disrespect adults, use foul language, intimidate/bully others or disrespect school property. I will have to leave the group right away and do a check-in sheet. I will not be able to participate in activities the rest of the day, and will have to miss 1-3 days of Education Stations. My parents do not get their money back for a suspension day, and staff decisions are final. I know these rules are to help everyone have a fun and safe time. I understand all the rules, and what will happen if I break them. I agree to follow the rules and behave in a safe, caring, respectful and responsible way.

_____ _____ _____

Student Signature Parent Signature Date

**_____(Parent Initials) I have read the handbook, and acknowledge the policies and procedures therein. The complete handbook is available online at www.educationstations.com.

We photograph/videotape/record students at times for feedback, learning and fun. Newspapers/others may also.
MEDIA RELEASE _____I give permission for my student to be recorded as outlined in the handbook.
NO MEDIA RELEASE _____I ***do not*** give permission for my student to be recorded.

A completed (signed, initialed and checked) hard copy of this page is required for participation in the program.
Please return to Education Stations c/o Melrose Public Schools, 360 Lynn Fells Parkway, Melrose MA.