



DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Facility Name: Outer Banks Academy

Date Adopted: _____

Child's Name: _____

Date of Enrollment: _____

Policy Statement. No child shall be subjected to any form of corporal punishment. Outer Banks Academy uses positive, non-violent, developmentally appropriate guidance to help children develop self-control, problem-solving skills, and acceptable social behavior.

WE DO

- Praise, reward, and encourage children.
- Reason with children and set clear, developmentally appropriate limits.
- Model appropriate behavior.
- Modify the classroom environment to help prevent problems before they occur.
- Listen to children and acknowledge their feelings.
- Provide appropriate alternatives to inappropriate behavior.
- Use natural and logical consequences when appropriate.
- Treat children as individuals and respect their needs, desires, and feelings.
- Ignore minor misbehavior when doing so is safe and appropriate.
- Explain expectations and consequences at the child's developmental level.
- Remain consistent in our behavior-management approach.
- Use guidance and behavior-management techniques that reflect each child's development and individual needs.
- Use short, supervised periods of separation or time-out sparingly and only when developmentally appropriate and permitted by North Carolina requirements.

WE DO NOT

- Handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
- Place children in a locked room, closet, or box, or leave children alone in a room separated from staff.
- Delegate discipline to another child.
- Withhold food as punishment or give food as a means of reward.
- Discipline a child for toileting accidents.
- Discipline a child for not sleeping during a rest period.
- Assign chores requiring contact with hazardous materials, such as cleaning bathrooms, floors, or diaper pails, as discipline.
- Withhold or require physical activity, such as running laps or doing push-ups, as punishment.
- Yell at, shame, humiliate, frighten, threaten, or bully children.
- Restrain a child as a form of discipline unless necessary to protect the child's safety or the safety of others and permitted by law and Academy policy.



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PROGRAM GOALS FOR SELF-CONTROL AND ACCEPTABLE SOCIAL BEHAVIOR

- Help children identify and name emotions and express needs in safe, appropriate ways.
- Teach children predictable classroom expectations and routines.
- Build age-appropriate self-regulation, patience, flexibility, and impulse-control skills.
- Help children understand how their actions affect others.
- Encourage empathy, cooperation, responsibility, and respect for people and property.
- Support increasing independence and confidence in solving everyday social problems.

HOW WE HELP CHILDREN RESOLVE CONFLICT AND DEVELOP PROBLEM-SOLVING SKILLS

- Staff remain calm, move close, and ensure the children involved are safe.
- Children are helped to identify the problem and describe what happened using developmentally appropriate language.
- Staff help children name feelings and listen to the perspective of others.
- Children are prompted to suggest possible solutions, take turns, negotiate, or choose an alternative activity when appropriate.
- Staff model respectful words and actions and reinforce successful conflict resolution.
- For recurring concerns, teachers document patterns, review triggers and the environment, and work with families on a consistent support plan.

HOW OUTER BANKS ACADEMY ENSURES STAFF FOLLOW THIS POLICY

- All employees review the Discipline and Behavior Management Policy during orientation and acknowledge their responsibility to follow it.
- Teachers receive training and coaching in positive guidance, child development, active supervision, and developmentally appropriate practice.
- Administrators observe classrooms and provide feedback, coaching, and corrective action when needed.
- Staff are expected to request assistance before a challenging situation escalates.
- Serious or repeated concerns are reviewed by administration and may result in additional training, a written performance plan, reassignment, or other corrective action.
- Any suspected abuse, neglect, maltreatment, or prohibited discipline is reported as required by North Carolina law and Academy policy.

LOCAL RESOURCES FOR PERSISTENT CHALLENGING BEHAVIOR OR DEVELOPMENTAL CONCERNS

Children & Youth Partnership for Dare County (Smart Start / Child Care Resource & Referral)

534 Ananias Dare Street, Manteo, NC 27954 | 252-441-0614 | Family support, parenting education, early-childhood resources, referrals, and child-care consultation.

Elizabeth City Children's Developmental Services Agency (CDSA) - NC Infant-Toddler Program

1417 Parkview Drive, Elizabeth City, NC 27909 | 252-338-4044 | Early-intervention evaluation and services for eligible children birth through age 2; serves Dare and Currituck counties.

Dare County Schools - Exceptional Children's Services / Preschool Child Find

252-480-8888 | EC Preschool Coordinator: 252-261-2313 ext. 1635 | Evaluation and special-education supports for eligible preschool-age children.

Trillium Health Resources

Member & Recipient Services: 1-877-685-2415 | Behavioral Health Crisis Line: 1-888-302-0738 (24/7) | Helps families locate behavioral-health, developmental-disability, and related providers and supports.

Dare County Health & Human Services - Behavioral Health Program

252-475-5003 | Services available through Dare County locations in Manteo, Nags Head, and Frisco; counseling and behavioral-health referral support.

Emergency note: For an immediate medical or safety emergency, call 911. For a behavioral-health crisis, families may also call 988 or Trillium's 24/7 Behavioral Health Crisis Line.



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OPERATOR / DIRECTOR ACKNOWLEDGMENT

I, the undersigned Director, operator, or designated staff member of Outer Banks Academy, state that I have given and discussed the Academy's Discipline and Behavior Management Policy with the child's parent or guardian.

Director/Designated Staff Signature: _____

Date: _____

Printed Name: _____ Title: _____

PARENT / GUARDIAN ACKNOWLEDGMENT

I, the undersigned parent or guardian of the child named above, state that I have read and received a copy of Outer Banks Academy's Discipline and Behavior Management Policy and that the Director, operator, or designated staff member has discussed this policy with me.

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____ Relationship: _____

Distribution: one copy to parent(s)/guardian(s) and one signed copy maintained in the child's facility record.