



## The Salvation Army Boys & Girls Clubs of Metro Tulsa

### DISCIPLINE POLICIES & PROCEDURES

For Members of The Salvation Army Boys & Girls Clubs we have high expectations and standards for behavior. Acceptable behavior is defined by the following:

- Respect for themselves
- Respect for others
- Respect for Boys & Girls Club

Our members understand that there are both negative and positive consequences for their personal behavior. If members conduct themselves in a disorderly fashion and disregard the Club Rules and/or endanger themselves or their fellow members, they will be disciplined accordingly.

#### **Zero Tolerance Policy**

The Boys & Girls Clubs of Metro strives to provide a Positive, Safe Place for Kids. The safety of our members is our primary concern and therefore we have no tolerance for fighting or bullying. If a child acts out in an aggressive manner with the intent of harming another child and/or staff member, he/she will be suspended. We understand each altercation is different and some incidents are more severe than others; therefore, our discipline may vary depending on each individual incident and is up to the discretion of the Unit Director.

#### **Electronics Policy**

Cell phone usage is not permitted for children in grades K-5 that attend our programming. Electronic game systems are also not permitted. The only exception to electronic game systems is if we schedule an electronics day as an incentive. If this does happen, staff will schedule device play time for that day only. This will NOT include cell phones or picture taking devices. The Boys & Girls Club is not responsible for lost, damaged, or stolen items.

#### **Communication Procedures**

When communication with a parent/guardian needs to take place, this will be in the form of a verbal conversation as well as a written incident report. Communication will take place between the Program and/or Unit Director along with the parent who picks up the child. If a phone call needs to be made throughout the day, the first parent/guardian contacted will be the one listed on the child's registration paperwork as the primary contact. In case of an emergency, we will make contact in order of preference as listed on the registration paperwork.

#### **Bullying Behaviors and Aggression**

Bullying behaviors and aggression are not acceptable. Bullying typically occurs when someone with more power unfairly hurts someone with less power and is often repetitive in nature. Staff will treat bullying behaviors and aggression as seriously as any other unacceptable behavior. Club staff will intervene with consequences for bullying behaviors and aggression.

## **Bullying Behaviors and Aggression (Continued)**

Examples of bullying and aggression can include:

- Harassment, including name-calling, intimidation, and hurtful teasing.
- Verbal abuse, including any gesture, written or verbal expression.
- Use of profanity, vulgar language, or expressions or obscene gestures.
- Threats, including physical, verbal, or written, which if carried out, could be harmful to another. 15
- Rejection or exclusion from groups or activities.
- Physical aggression.
- Intentional damage to another's property.

## **Corporal Punishment**

The Salvation Army Boys & Girls Clubs of Metro Tulsa does not condone corporal punishment. If your child informs you that a staff member has touched inappropriately, please contact your Club's Unit Director immediately.

## **Discipline Procedures**

The Boys & Girls Clubs of Metro Tulsa handles behavioral problems on an individual basis. It is the responsibility of parents/guardians to let us know if members have developmental delays so that we have information to better understand behavior. If the behavior is ongoing or extreme, the member will be sent to the Program and/or Unit Director for further guidance. The Unit Director has the option of sending the member home and/or suspending the Club member. Under extreme circumstances (i.e. intentional injury to another child or staff), the Unit Director has the discretion to remove a child immediately without advance notice. Please refer to the Zero Tolerance Policy.

When a child is having problems following Club rules our step is to provide verbal warning. If the Child is still experiencing problems after a verbal warning, more direct intervention will occur, including time in a Chill Zone, Written Disciplinary Notice, Parent-Staff Conference, and in some cases, suspension, or expulsion.

## **Chill Zone**

A Chill Zone has been established to provide children with a safe place to recover from negative behavior. A Chill Zone is defined as:

- A designated area for a period of reflection. The area will be near the Program and/or Unit Director.
- Will not be inappropriately placed (the area will not be facing a wall or obstructed).
- No Chill Zone visit should exceed 20 minutes and followed by brief mediation period, to discover what the underlying problem is.

Negative behaviors have been divided into Infraction Levels, each having established mediation opportunities that explain expectations and the consequences of not meeting set expectations.

## **Level 1 Infraction**

Level 1 Infraction is defined as any minor disruptive behavior such as yelling, running, being out of your assigned area, cursing, disrespectful language, sitting on tables, misuse of club equipment, cell phone usage, or showing inappropriate signs of affection such as kissing.

<b>Member Age</b>	<b>Occurrence 1</b>	<b>Occurrence 2</b>	<b>Occurrence 3</b>	<b>Occurrence 4</b>
All Members Age 5-18	Verbal Expectations & Given Instruction for Proper Behavior	5 Minutes in Chill Zone	Formal Safe From Harm Incident Report. Verbal & Written Communication with Parent/Guardian	Suspension as directed by Unit Director

## Level 2 Infraction

Level 2 Infraction is defined as any behavior that disrupts club activities or disrespects club staff or other members. Behavior in this Category includes but is not limited to outright defiance, cursing or disrespecting staff, bullying, encouraging or instigating a fight, horse playing, confrontations without harm, and minor vandalism (parents/guardians are responsible for any costs associated with cleaning/repairing/replacing damaged property).

Member Age	Occurrence 1	Occurrence 2	Occurrence 3	Occurrence 4
All Members Age 5-18	Verbal Expectations & Given Instruction for Proper Behavior	5 Minutes in Chill Zone	Formal Safe From Harm Incident Report. Verbal & Written Communication with Parent/Guardian	Suspension as directed by Unit Director

## Level 3 Infraction

Level 3 Infraction is defined as any behavior that endangers members, staff, or club facilities. Behavior in this category includes but is not limited to repairable vandalism (parents/guardians are responsible for any costs associated with cleaning/repairing/replacing damaged property), minor theft, physical altercation (such as fighting, slapping, pushing, etc.), and outright threats. Please see our Zero Tolerance Policy.

Member Age	Occurrence 1	Occurrence 2	Occurrence 3
All Members Age 5-18	Verbal Expectations & Given Instruction for Proper Behavior	Formal Safe From Harm Incident Report. Verbal & Written Communication with Parent/Guardian	Suspension as directed by Unit Director

## Level 4 Infraction

Level 4 Infraction is defined as any infraction that is criminal or damaging to the club, club members, or club staff in a permanent or longstanding way. Behavior that is included in this category consists of weapon possession, major theft, drug possession, threat to staff or major vandalism (parents/guardians are responsible for any costs associated with cleaning/repairing/replacing damaged property). Accompanying discipline action in Level 4 Infraction could be a police report. Please see our Zero Tolerance Policy. Depending on the severity of an offense in Level 4 Infraction, Immediate Suspension/Expulsion could occur.

Member Age	Occurrence 1	Occurrence 2	Occurrence 3
All Members Age 5-18	Formal Safe From Harm Incident Report. Verbal & Written Communication with Parent/Guardian. Suspension/Expulsion Considered	Suspension as directed by Unit Director	Expulsion as directed by Unit & Executive Director

\*\*The information presented indicates the general nature and level of behavioral problems in these classifications. It is not designed to contain, or to be interpreted as a comprehensive inventory of all behavior, actions, or disturbances. All behavioral problems are handled on an individual basis.

My signature below indicates I acknowledge receipt of the Discipline Policies and Procedures.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date