

Our Pledge for Positive Discipline

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OUR GOAL: An environment that is safe, nurturing and enjoyable for everyone; that encourages, recognizes and rewards our youth for acting responsibly; that presents consequences in a caring manner.

We believe that youth should be continually encouraged. This means we subscribe to a positive discipline approach where positive behaviors are encouraged, recognized and rewarded.

We believe that good behavior should be mentioned more often than not. We instruct and encourage students by telling them what to do and why we want them to do it (Walk in the hall. It's not safe to run inside this area.)

We teach our youth to think before they act and to resolve conflicts with words offering solutions. Our goal is to teach responsible behavior to empower youth to manage themselves--with or without adult intervention. To earn their respect and instill confidence, we refrain from demeaning or disrespecting children in any manner.

We are very careful with the young minds and spirits that have been entrusted to us. We are firm, yet caring. We present consequences that are clear and fair. We focus on a child's strengths and potentials and not on their shortcomings.

We are careful to ensure that our demeanors and attitudes do not discourage children or provoke disobedience. We set an example in how we behave and treat and respect others.

We seek to build friendship between students rather than play favorites that can divide. While group behaviors may be encouraged, students will receive consequences for their actions and never as a result of another student's behavior. We will never use academics such as extra homework or standards to punish students; instead we will delay privileges through time out or notify parents for their assistance.

As staff, parents and volunteers at the Al Wooten Jr. Heritage Center, we pledge to always strive to maintain an environment that is safe, nurturing and enjoyable for everyone.

Al Wooten Jr. Youth Center
Discipline Procedures for Staff and Volunteers

1. FIVE REWARDS

- 1.1 *Home Plate/Batter Up!* – Attends and remains in class (2 Wooten dollars)
- 1.2 *First Base* – Participates appropriately in class without warnings (2 Wooten dollars)
- 1.2 *Second Base* – Completes homework or assignments in class (2 Wooten dollars)
- 1.3 *Third Base* – Assists teacher or other students (2 Wooten dollars)
- 1.4 *Home* – Helps clean up or set up at end of class (2 Wooten dollars)
- 1.5 *Home Run* – No Parent Reports that week (“Hall of Fame” on Parent Room bulletin board on Fri)

2. FIVE CONSEQUENCES

2.1 Warning

- 2.1.1 Students will lose all Wooten dollars earned that day if they leave class without permission
- 2.1.2 Staff will write a Parent Report and give to parent that day after 3 warnings to a student
- 2.1.3 Only staff or volunteers assigned to a class may give a warning based on center policies and Youth Council “Our Rules”

2.2 Time Out

- 2.2.1 Staff may impose “time out” as needed and appropriate (from recreation, free time, etc.)
- 2.2.2 For problems after the report is written, a director will pick up the student from class and take them to the office to talk about the incident and/or to contact parent to warn of possible pick up
- 2.2.3 Discussion with students to be done in the office with an open door, preferably in an open area such as the Family Room; students in time out with a director will sit outside their office
- 2.2.4 If parent not available, student to return to class or activity and remain in time out away from other students for up to 15 minutes; they may also remain with the director, if needed
- 2.2.5 Students and staff to create new Parent Reports for any additional incidents
- 2.2.6 Time out (separated from other students in class or activity or outside the director’s office) for verbal incidents is 10 minutes, 15 minutes for physical
- 2.2.7 Time out may be given and Parent Report required by staff only (not volunteers, parents, or staff not assigned to the class or activity)

2.3 Pick Up

- 2.3.1 For problems after the warning call to parent, a director may contact parent and request pick up and warn of suspension if time out does not work again
- 2.3.2 If parent not available, student to return to class or activity and remain in time out away from other students for up to 15 minutes; they may also remain with the director, if needed
- 2.3.3 Students in time out with a director will sit outside their office
- 2.3.4 Students and staff to update the Parent Report for any additional incidents

2.4 Suspension

- 2.4.1 If the student appears to be unwilling to change after three or more calls for pick up for the same behavior, student to be sent to a director to discuss suspension
- 2.4.2 For first-time incidents, students may not return to the center for one day
- 2.4.3 Students may be suspended for three days or more, not to exceed one week per incident for repeated incidents and unwillingness to change.
- 2.4.4 All suspensions to be approved by the executive director, or other designated director in ed absence.

2.5 Expulsion

- 2.5.1 For incidents that deliberately put other students, staff, parents, volunteers or other persons at the center in danger of bodily harm, students may be expelled from the program permanently
- 2.5.2 All expulsions to be approved by the executive director

3. NOTES

- 3.1 Staff will log all pick ups, suspensions and expulsions on the incident report form in the binder in the front office; parents may view the reports for their children only upon request
- 3.2 Preferably boys will be sent to male directors and girls to female directors for discussions and time out
- 3.3 Staff, parents and volunteers will never use profanity, threats, physical contact, corporal punishment, or any other unreasonable behavior with students (see Our Pledge for Positive Discipline); document and report any such behavior from staff, parents or others on an incident report submitted to the executive director
- 3.4 Students to receive consequences for themselves and not others
- 3.5 Never give academics as punishment (i.e., standards, extra homework or worksheets, etc.); instead, delay privileges through time out (games, trips, events, free time, group activities, etc.) and/or report to parents
- 3.6 Never withhold snacks as punishment

Al Wooten Jr. Youth Center
Youth Council

Our Rules

Be Safe.

- ✓ Walk in buildings.
- ✓ Close and lock front doors.
- ✓ Get staff to open doors when someone knocks.
- ✓ Tell staff where you are going.

Be Respectful.

- ✓ Raise your hands in class.
- ✓ Use your inside voice inside.
- ✓ Keep your hands and feet to yourself.
- ✓ Listen to staff. They are your friends.

Be Responsible.

- ✓ Keep our center clean. Trash in the trash.
- ✓ Tell staff if you're sick.
- ✓ Tell staff if something is wrong with you or somebody.
- ✓ Stay in class to learn.

We are family. Let's get along!

Al Wooten Jr. Youth Center
Hall of Fame

Date:

The following students hit a home run this week (no parent reports):

Congratulations students. We see your success and salute you!

Al Wooten Jr. Youth Center
Incident Report

Incident Date: _____ Incident Time: _____ Incident Location: _____

Student(s) Involved: _____

Staff Involved: _____

Other People Involved: _____

Describe what happened: _____

Student consequences given (check all that apply): warnings time out pick up suspension expulsion

Consequences for other persons: _____

Reported by: _____ Title: _____

Date Reported: _____ Time Reported: _____

Date Reviewed by Executive Director: _____ ED Signature: _____

ED Comments: _____

Comments: staff student parent volunteer other

Comments: staff student parent volunteer other

PARENT REPORT

Student First/Last Name _____ Grade _____ Date _____

Parent First/Last Name _____ Phone _____

What happened?

Was this good or not?

Why?

What can this cause?

What should have been done?

What will you do next time?

What should the consequences be?

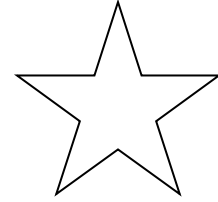
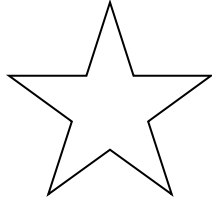
What can staff do to help?

Staff Comments

Parent Comments

Al Wooten Jr. Youth Center

STAR REPORT



Dear Parent,

Good news! _____ was a star at the Wooten Center this month.

We want to let you know how proud we are of them for

- Being safe.
- Being respectful.
- Being responsible.

Our goal is to encourage, recognize and reward our students for following these three simple rules each month. This Star Report also recognizes the fact that the student did not have one Parent Report last month. Your encouragement for this Star Report is appreciated.

Congratulations to our student for this great report, and to you for your part in making it happen.

In Partnership,

Naomi McSwain, executive director

Date _____