



YSO Policy: Youth Behavior Expectations

This is a policy from an Out-of School Time youth program. For this policy, BE SAFE recommends the following:

- Use this to supplement another behavior policy, as this policy is more assets-based and focuses on reinforcing positive behavior;
- Include other community members as targets of change to help address youth's behavioral needs;
- Adjust positive reward to be age-appropriate for younger and older youth.

Policy:

It is the goal of the *Out of School Time Program* to guide youth in becoming happy, responsible, cooperative participants through positive, non-threatening teaching techniques. We want to increase youth's respect for themselves by guiding them to become responsible for their own actions, and to help them grow in their respect for the rights and feelings of other people. It is our policy to avoid forms of discipline that might impair the youth's self-respect. The staff's role is one of a strong leader and role model helping youth grow towards self-discipline and self-direction. Every effort will be made to work with families and youth to obtain information on the behavioral needs of participants. This may include conferences with parents/guardians, instructors, program specialists, program managers, site managers, staff assistants and administrators. When behavior problems arise, youth will be given options. We will find out what works best for each youth. The program uses discipline to encourage the youth's self-control and reduce risk of injury and any adverse health effects to self or others. Staff will use the following positive discipline measures for youth:

Positive behavior rewards such as:

- Club Bucks for good behavior to be used to purchase an item from the "Store"
- Monthly party if everyone receives a "green behavior card" for good behavior

Other tips for positive guidance:

- Listen to youth's concerns and answer their questions
- Respect each youth's point of view
- Be sensitive to all cultures
- Encourage creativity, growth and foster self-esteem in each youth
- Assist each youth in recreational and educational development
- Provide positive reinforcement and mild consequences to the youth for negative conduct
- Redirection
- Encourage problem solving and critical thinking

Procedures:

The following rules help staff, parents/guardians and youth understand the expected conduct at our program:

- If inappropriate behavior occurs, the concern will be discussed with the youth along with how to make better choices.
- If inappropriate behavior continues, a written warning will be given and documented.
- If inappropriate behavior still continues, a second warning will be given and the youth's parents or legal guardians will be contacted. The incident will be documented.
- If inappropriate behavior still continues, a third warning will be given and the youth will be suspended from the program. The incident will be documented.





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- Continued inappropriate behavior will be addressed on an individual basis, with a plan for improvement.

Discipline measures will NOT include any of the following:

- Corporal punishment including hitting, shaking, biting, pinching or spanking
- Binding or tying to restrain a youth's movement
- Use of abusive, demeaning or profane language
- Confining a youth in a locked closet, room or similar area
- Forcing or withholding of food, rest or toileting

The Site Manager will provide a copy of these discipline methods used at the program to each parent and legal guardian.

