

Capital Area Counseling Service. Inc.

Standard Operating Guideline

Title **Maintaining Discipline**

Approved by CEO September 2, 2014

Guideline

The Boys & Girls Club of the Capital Area (BGCCA) is a safe and enjoyable Club for kids. Staff is trained in maintaining safety and order through clearly defined expectations. Members and guests are expected to behave in acceptable ways. BGCCA rules reinforce what parents are teaching their kids at home. Staff acknowledges good behaviors and bad.

Staff rewards the children's good behaviors by giving them a "Be Great Champ" card (blue sheet) that states their good deed for the day. Also, each time a child gets a "Be Great Champ" card their name is entered into a prize drawing.

In the event, a youth displays unacceptable behaviors, BGCCA has the following procedures:

MINOR INCIDENTS: (youth will be redirected)

- Loitering (front desk, bathroom, hallways, no member zones, other areas determined by staff, or areas where there is no staff present)
- Not keeping hands to self (poking)
- Foul language/gestures/teasing
- Poor sportsmanship (throwing sports equipment)
- Misuse of Club equipment or facility
- Throwing/kicking objects (could be moderate depending on severity/intent)

Next Steps:

Verbal re-direction will be given by staff, and staff will identify what the more acceptable behavior should be.

If undesirable behavior continues, members will be directed by staff to meet with Club Director or designee.

MODERATE INCIDENTS: (two marks each)

- Pushing/pulling
- Slapping
- Shoving
- Throwing objects (sports equipment, other items) (Could be minor depending on severity/intent)

Next Steps:

Members will automatically receive two "B Choice" marks for any of above incidents and contact will be made with parent/guardian at the end of the day or at pick up; a team meeting will be held to discuss incidents; student will be dismissed for the rest of the day and several other business days depending on the number of moderate incidents within 30 days.

1st moderate= 1 day

2nd moderate= 2 days

3rd moderate= 3 days

**NOTE: a team meeting must be held prior to student returning to BGCCA

MAJOR INCIDENTS: (three marks each)

- Kicking/hitting with intent to harm/hurt others
- Physically aggressive/assaultive behaviors towards others; including throwing large objects, and destructive to property
- Fire Setting
- Illegal activities (smoking, chewing tobacco, use of alcohol/drugs)
- Possession of a weapon
- Inappropriate sexual contact with others
- Leave the building w/o permission, running away
- Damage/destruction to club property

Next Steps:

Members will automatically receive three “B Choice” marks for any of above incidents and contact will be made with parent/guardian; a team meeting will be held to discuss incidents; student will be dismissed for the rest of the day and several other business days depending on the number of major incidents within 30 days.

1st Major= 1-2 days

2nd Major= 3 days

3rd Major= 5 days

Weapons- Automatic 5 day dismissal

****NOTE:** a team meeting must be held prior to student returning to BGCCA.

Contact will be made with law enforcement.

If youth has three meetings within a 30 day time frame, at the 3rd meeting, determination will be made if BGCCA environment is appropriate for youth, and identify needs for further services. Youth could be dismissed from BGCCA for a period of time.

“B Choice Marks” are notations that indicate when a student has demonstrated inappropriate or unacceptable behaviors while at BGCCA.

CACS Youth and Family Team Meeting

Some youth need additional help as they grow. Capital Area Counseling Service has many professionals available to help kids and their families. Parents can request this help or it might also be recommended to parents by the BGCCA Club Director. The process would start with a Youth and Family Team Meeting where strengths and challenges are identified.