



KIRTLAND YOUTH ASSOCIATION, INC.

DISCIPLINE POLICY

It is the goal of the Kirtland Youth Association to dispense the minimum disciplinary measures on youth members/visitors necessary to maintain a wholesome, safe, and enjoyable atmosphere for all who attend and participate. The following steps are designed in an attempt to fit the necessary consequences to the seriousness of the offense committed by the youth. Very dangerous, vicious, or malicious behavior may dictate that some steps be skipped.

1. An explanation is made to the member of the infraction. (May be repeated)
2. A verbal warning is given. (May be repeated)
3. The member is required to sit on the “Time–Out Bench.” (May be repeated)
4. Youth may be restricted from a particular activity or area of KYA. (May be repeated)
5. First Degree Discipline Report – this is the most minor type of written report. It does not require signatures with the exception of the staff member completing the report.
6. Second Degree Discipline Report – used for more habitual offenses and requires a parent/guardian to contact KYA and sign the report before a child may return.
7. Third Degree Discipline Report – used to report serious violations and habitual infractions. A meeting with a parent/guardian to discuss future KYA attendance will be held. These reports must be signed by the parent/guardian and returned to KYA. A youth that refuses to obey assigned discipline will likely face suspension from KYA. The parent/guardian will be expected to pick up said child within one hour from receiving the call. After the one-hour time period, the proper authorities will be contacted. Again, our goal is to provide a safe and fun atmosphere for all children.
8. Bullying and fighting will not be tolerated. Members caught bullying or fighting at a KYA activity will be suspended for five days for the first offense and indefinitely for any subsequent offense.

Members are expected to respond to discipline without incident. Failure to do so will always increase any action taken in time or severity. Staff members are trained and fully expected, by police, to maintain full control of any situation that occurs in their program area and will NOT tolerate anything that threatens that control, in appearance and/or manner. Also, please understand that sometimes the story that gets home is not always the complete or accurate story. Children do sometimes tend to explain an incident in a manner that will not implicate them or cast blames their way. When an incident occurs, the KYA administration and Board of Directors are obligated to take the assessment of the situation from the KYA staff member. Your support and involvement as the parent/guardian is vital to our success as youth development professionals.

Parents are encouraged to go over the Discipline Policy carefully with their child/ren.

Signature of Parent/Guardian

Date