

For inclusion in the By-Laws of the South Whidbey Youth Connection.

Acceptable Standards of Member Conduct and Incident Response Guidelines

Ensuring that The HUB is an enjoyable and positive experience for everyone requires that each member exhibit and maintain an acceptable level of behavior. Establishing parameters for proper conduct and consistently enforcing a fair and reasonable discipline policy assists in protecting the health, safety and security of all members. The following is an outline of the standard operating procedures that will be followed by our staff members when dealing with behavioral issues at The HUB:

1st incident: HUB staff will speak to the individual about their behavior & explain why the behavior is unacceptable. The individual will be removed briefly from the activity and will also be informed that any further incidents will result in the program Manager having to call their parents. Staff report 1st incident to the program Manager who documents it in their log.

2nd incident: HUB staff will speak to the individual again, explain why their behavior is unacceptable, and again remove the individual briefly from the activity. The staff member will also explain to the member that the program Manager will now call their parents to inform them of this 2nd behavioral issue, discuss the situation and seek their help in eliminating any further incidents. Staff report incident to the program Manager who documents the incident and makes the call to the parents. Program Manager also informs the Executive Director of the incident and the call to the child's parents.

3rd incident: HUB staff will bring the individual to the program Manager who will contact the child's parents, request their immediate pick-up from the HUB and explain that the child is suspended from The HUB for the next two (2) weeks. Program Manager also informs the Executive Director of the latest incident and subsequent discussion with the child's parents. The Program Manager and Executive Director, and at least one parent must have a face-to-face meeting prior to the child being permitted to return to Youth Center. (This meeting may take place at the time the parent picks the child up if all parties are available.)

It is certainly not our desire to dismiss youths from the program, and with parental help behavioral problems should be corrected long before a third incident occurs. Please note that the disciplinary steps outlined here are standard procedures, and that all incidents at The HUB will be reviewed and handled based upon the individual circumstances involved.

If an incident is determined to be of a more serious nature than the standard procedures are designed to address, The HUB Manager will involve the Executive Director immediately. In the case of drugs, intoxicants, or alcohol the police and members' parents will be immediately notified. More serious examples of unacceptable conduct are:

- 1) Smoking.
- 2) Use of drugs, intoxicants or alcohol.
- 3) Failure to adhere to official regulations, safety precautions, instructions or directions given by HUB staff
- 4) Unsafe behavior that may result in injury to oneself or others.
- 5) Any abusive behavior, physical or verbal, towards other members or staff.