

### **Behavior Policy:**

Be Me: After School Program at the Y is committed to the safety and security of all participants and is committed to working with our children, their schools, and their families in order to do so.

The purpose of this policy is to ensure that our team is taking the appropriate measures to ensure the safety and success of all children in our program.

### **Procedure:**

If difficult behaviors\* arise at Be Me, parents will be contacted immediately. Difficult behaviors can be defined as:

- **Fighting/Physical Aggression on Staff or Fellow Student:** This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or using harmful objects, etc. involving two or more people. It is any form of physical confrontation.
- **Inappropriate Use of the Technology:** This is defined as accessing or using inappropriate materials including photos, videos, cyber bullying, or tampering with any files of another student or staff member.
- **Threats and/or Verbal Abuse** This include any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.
- **Teasing, Verbal or Non-Verbal** This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs (including ethnic, religious, or gender based). Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.
- **Inappropriate Language/Gestures** This is the use of profanity, obscene language, or gestures, which are not acceptable in program or on the premises. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.
- **Sexual Harassment** Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct.
- **Theft/Burglary** This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.
- **Destruction of Property/Vandalism** This includes breaking, damaging or defacing the property of the Y or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to the Y or personal property.
- **Weapons** This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited

**If any of the above incidents occur the possible consequences are as follows:**

Staff/student conference, removal from situation, referral to the administration, parent/guardian



notification, parent/guardian meeting, loss of activity, personal apology to student who was teased-- a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to program the next day, suspension, recommendation for expulsion, referral to law enforcement. After three suspensions a child will be expelled from Be Me: After School Program.

\*Please note that certain behaviors may be deemed serious enough and a child may be immediately suspended or expelled from Be Me. These decisions are entirely in the discretion of the Y management staff.

All regulations cited can be read on the Be Me web site at: <http://www.ywashts.org/youth/children-k-8/after-school-program>

**Child's Last name:** \_\_\_\_\_ **First** \_\_\_\_\_

**Grade:** \_\_\_\_\_

By submitting this form, you agree to, and acknowledge, the following:

- I have read and understand this document.
- I understand the YM&YWHA of Washington Heights & Inwood reserves the right to remove my child without providing a refund from the after school program, whose behaviors exhibit a physical and/or emotional danger to other children and/or staff members.

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submitting this form:**

**Scan & Email:** Be Me [beme@ywashts.org](mailto:beme@ywashts.org).

**Fax:** 212-567-5915, **ATTN:** Be Me