

WATERFORD YOUTH SERVICES BUREAU

Safety, Security, & Behavior Policies

The following policies have been established to insure a Youth Center/Drop-In Center that is a friendly, safe, and fun place to be. This copy is for you to refer to as needed.

1. **Arrival: Please sign in at the reception desk.** If this is your first visit to the Center, you should complete and sign a Youth Center Registration Form. A parent or guardian signature is required. You may bring the form home and return it the next time you come to the Center. Please note: Students are not allowed at the center on days they are absent from school. For everyone's safety, we ask that you use the side entrance to our building.
2. **Departure: Please sign out when you leave and tell us where you are going.** Once you sign out, you may not sign back in on the same day, unless a parent/guardian notifies us otherwise.
3. **Behavioral Expectations: Students are expected to be respectful of each other, the staff, the equipment, and the facilities. The following behaviors are not tolerated: name calling, intimidating, bullying, swearing, physical contact, fighting, or defacing of property.** Please remember: WYSB is a drug-free environment. This includes both indoors and outdoors.
4. **Outdoor Supervision: When outdoors, youth who are participating in the Drop-In Center must be visible from our sidewalks. Students should not be in other areas unless they have permission, or are with an adult supervisor.**
5. **Equipment and Supplies:** Youth may not go into the supply closets or office spaces freely, please ask staff if you need something.
6. **Clean Up: Please be sure to put all trash and recyclables in the proper containers.** All activities end five minutes before closing time to allow for clean up. Excess snack trash may result in closing the store for a designated period of time. Everyone is expected to help. Report any missing pieces, or broken parts, to a staff member.
7. **Clothing:** Shoes and shirts must be worn at all times. Clothing should not advertise alcohol, tobacco, drugs, or display "colors".
8. **Transportation Arrangements: It is expected that parents will arrange for appropriate transportation home at the designated closing time.** For youth not picked up promptly, an attempt will be made by telephone to locate a parent and make arrangements for pick up. All youth remaining 15 minutes after closing time will be escorted to the Police Station to wait for pick up. Youth may wait in the police station lobby, or outside on the sidewalk to watch for a ride, and must inform the officer on duty when a ride has arrived.
9. **Schedule Changes:** Hours for the Drop-In Center are listed on our monthly calendar. Calendars are distributed through homerooms. Extra copies are available at YSB. Any changes are posted at the Center and listed on the answering machine. To reach the Youth Center after 4 PM, call 444-5808.

DISCIPLINE POLICY

All youth participating in Youth Services Bureau activities are expected to follow the rules and policies of the Center. When participating in off-site activities any rules established by other businesses, or additional rules appropriate to the activity, shall be followed.

The following guidelines are used when addressing issues of misbehavior:

1. For minor infractions, youth shall be reminded of the rules. Suggestions will be made on how to comply with the rules while maintaining cooperation and consideration for others. Immediate compliance is expected. Continued misbehavior, or more serious offences will result in time out and a problem-solving discussion with staff. In some instances, the youth may be asked to leave for the remainder of the day.
2. Behaviors such as bullying, threats, etc. will not be tolerated.
 - A. Issues involving bullying, property damage/safety, and anti-social behavior may result in up to two-weeks of suspension. Parents will be notified and have the right to appeal the decision.
 - B. Students who are walkers are expected to leave the property immediately. Where transportation is needed, the youth will wait in the YSB office until transportation arrives.
 - C. A conference with the youth and a parent to discuss Center rules, compliance, cooperation, and respect may be necessary before the student may return.
 - D. Following the suspension, the youth will be allowed to participate in on-site YSB activities for a probationary period. The Director and the Program Coordinator shall determine the length of probation.
 - E. Youth participating in YSB activities on a probationary basis may not participate in off-site activities.
 - F. Further offenses may result in additional suspensions and/or expulsion.
3. On WYSB sponsored trips, any misbehaving student will be asked to remain with a chaperone for the remainder of the trip and during the return to WYSB. Parents will be notified immediately if lack of cooperation or participation in any illegal activities jeopardizes the well-being of staff and other participants. Any youth involved in an illegal activity will be referred to the local police department. It is expected that parents will come immediately to transport their child home. Procedures listed in #2: C-E will be followed before said youth can fully participate in WYSB activities. In addition, any student suspended from YSB activities during a YSB sponsored trip will not be allowed to participate in future trips unless accompanied by a parent or legal guardian.