



**BOYS & GIRLS CLUB  
OF VINELAND**

## **DISCIPLINE POLICIES AND PROCEDURES**

### **MINOR OFFENSES:**

1. Minor offenses are defined as: simple defiance, insubordination, profanity, pushing, shoving, and other forms of "Horse Play".
2. No electronic devices are permitted in the building. This includes CD Players, cell phones, I Pods, handheld game systems, etc. We will not be responsible for any lost or damaged equipment.
3. When using the computer, visiting chat rooms, MySpace, emailing, and any other inappropriate sites is forbidden.

### **MAJOR OFFENSES:**

1. Major offenses are defined as: strong defiance, threatening tone, fighting, vandalism, property damage, causing personal/physical injury, kicking, biting, repetition of minor offenses (see above) and other types of negative behavior deemed detrimental to the well being

### **CORRECTIONS:**

1. Staff person administering the correction to the student shall document all corrections in his/her journal with the administered correction or adjustment.
2. These incidents will be used along with all other incidents when deciding future corrections.

### **MISCELLANEOUS OFFENSES**

1. **FIRST OFFENSE** will be dealt with by giving the offending child a verbal and/or a time out period to cool off.
2. **SECOND OFFENSE** will warrant notification to the offending child's parent/guardian in the form of a letter, phone call or both.
3. **THIRD OFFENSE** will mandate 3 to 5 day suspension from the program; this will depend upon the severity of the infraction.

**OUR PROGRAM IS TO BE SAFE AS WELL AS FUN. BECAUSE OF THIS, IT IS IMPERATIVE THAT CONFLICTS BE  
RESOLVED BY THE STAFF ON DUTY.**

**Note: THERE ARE NO REFUNDS AS A RESULT OF DISCIPLINARY ACTION**

I read the preceding information and will ensure the abidance, of my child, with these terms. I understand that failure to do so will result in actions that may result in expulsion.

Parent Signature: \_\_\_\_\_

Date of Submission \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_