



JONES CENTER

Harold Colbert Jones Memorial Community Center

220 E. 15th Street, Chicago Heights, IL 60411
(708) 757-5395

STUDENT BEHAVIOR REPORT

Student's Name: _____

Date: _____

Staff Member: _____

Today, your child did not make good choices in our program. Specifically, the following happened:

It is our goal for all of the children to enjoy Jones Center's out-of-school time programs. When a participant consistently does not respect the rules and/or staff members, it creates a distraction for the other program participants and staff.

Please review Jones Center's Policy and Rules listed on the back of this form with your child. It is never our intention to dismiss a student from our program. However, if this behavior continues, it could jeopardize your child's participation in our programs.

Kindly sign and date below so that we know that you are aware of your child's behavior. Your child will not be allowed to participate in the program until this form is signed and returned.

Authorized Signature: _____

Relationship to Student: _____

Date: _____

BEHAVIOR & INCENTIVE POLICY

Discipline is the ongoing process of helping children to develop self-control so that they may manage their own behavior in socially approved and acceptable ways. It is the policy of Jones Center that positive discipline and conflict resolution will be utilized to assist the participants to resolve their own conflicts and manage their own behavior. This process takes the cooperation of all parties including staff, youth, and parents. Staff will avoid problems by offering organized, stimulating programs, reinforcing and modeling positive behaviors, redirecting, offering clear choices and limits, and including youth in conflict resolution. Parents will be involved by reviewing the rules with their child, being informed of their child's behaviors, keeping the lines of communication open, and being available to meet. Youth will be involved by being aware of the program guidelines, helping to create class rules, and having opportunities to resolve their own conflicts. Every effort will be made to use restorative practices to correct behavior issues.

Below is a copy of the Jones Center Behavior Policy that will be enforced:

Minor Offenses	Time out away from the group Activity. Use of redirection, peer mediation, and conflict resolution techniques.
Repeated Minor Offenses	Participant(s) will meet with a staff member to enable all parties to voice concerns and be heard. Approach to next steps will be decided.
Unresolved Minor Offenses	Participant(s) will meet with key staff and parent(s) to address issues and discuss ways to resolve the conflict.
Major Offense	Participant(s) will meet with key staff, parent(s), and Executive Director for next steps including possible suspension.
Unresolved Offenses	If behavior is beyond Jones Center's capacity to control, all efforts will be made to refer to an appropriate organization or program.

Minor offenses include noncompliance, inappropriate language, and defiance toward other children and staff. Examples of major offenses include direct threats to the physical or emotional safety of other children or staff, fighting or bullying, possession of a weapon of any kind, vandalism or destruction of property, sexual misconduct, possession or use of any controlled substance, and biting.

By no means do we want to remove a child from any Jones Center programs. We will try our best to work with you and your child if problems arise. However, any youth who, after attempts have been made to meet his or her individual needs, demonstrates the inability to benefit from the type of program offered by Jones Center, shall be discharged from the program.

In our program, good behavior is rewarded with leadership roles, field trips, special activity privileges, and small prizes.

JONES CENTER RULES

(1) No food or drinks in undesignated areas; (2) No bullying, teasing or fighting; (3) No cursing; (4) No running outside of gym time; (5) No leaving the classroom without permission; (6) No leaving the building without permission; (7) Cell phones silent and away unless permission is given; (8) Always obey and respect Jones Center staff members and volunteers.