



Student & Family Handbook

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WELCOME LETTER

Dear OYC Miami Families,

The Overtown Youth Center (OYC Miami) thrives on a holistic approach that involves working together in a spirit of cooperation and mutual trust. It requires student engagement and our family's commitment to OYC Miami's comprehensive program model which includes in-school services, after school programming, weekend and summer programming, family support services, and college and career readiness services.

OYC Miami will be successful only if students and families embrace and remain loyal to year-long programming and a long-term commitment to transformative change that will provide our students with a "fighting chance" to succeed in school and in life.

We hope you will read this review this guidebook thoroughly to understand the expectations we hold for our students and parents, and the roles of our team.

We are working day by day to ensure that we can continue to support students and families in meaningful ways—supporting education, mentoring and creating opportunities for students to reach their full potential.

We thank you in advance for your support and investment in these efforts. Please don't hesitate to reach out if you have questions and we look forward to a successful year with our OYC Miami family!

Sincerely,

The OYC Miami Leadership Team

OUR MISSION

The mission of OYC Miami is to inspire, empower, and enrich the lives of youth, adults, and families through education, enrichment and exposure. Our programs provide a comprehensive approach that includes:

- In-school Program Services
- After-school Program Services
- Summer and Weekend Program Services
- Family Support Services
- Gender Specific Program Services
 - Honey Shine – Social Emotional/“Aspire to Shine” programming for girls
 - Band of Brothers – Social Emotional programming for boys
- College and Career Readiness Services (ages 5 – 25)
 - Knowledge/Skill development and exposure related to college and career opportunities
 - Inspiring Civic Engagement (ICE) programming
 - Financial Literacy programming

Throughout the program year, staff are providing individualized support and mentoring daily to students, developing and monitoring student achievement through Individual Success Plans (ISP), offering case management services, monitoring student school performance, and implementing holistic program activities that encompass elements of academic support, enrichment, college and career readiness, mentoring, recreation, health and wellness, STEAM (Science, Technology, Engineering, Art, and Math), civic engagement, financial literacy, exposure trips, and other culturally relevant activities. In addition, nutritious hot meals and snacks are provided daily during programming to support the nutritional needs of all students enrolled in the program.

The ultimate goal of OYC Miami’s continuum of services is for youth and families to become positive contributing citizens (PCC’s).

FUNDAMENTAL BELIEFS

- All children can and will succeed
- All children have a gift
- When children are presented with options and exposure, they will discover their purpose and realize their potential
- All children can learn
- We see kids for who they can become rather than who they are today
- Children develop best when surrounded by caring and nurturing adults
- Staff are 100% responsible for the relationship

OYC MIAMI PROGRAM GOALS

- 95% of students will achieve maintain on-time promotion
- 100% of seniors graduate high school
- 95% of OYC's post high school students will become Positive Contributing Citizens
- 85% of post high school students will participate in professional development workshops
- 85% of students maintain active engagement with the program through the age of 25

OYC MIAMI PROGRAM BENEFITS

- **EDUCATION SERVICES**
 - Homework assistance (K-12)
 - ACT/SAT Test preparation (9-12)
 - In-School Support from Program Coordinators
 - E.g., classroom observations, mentoring, monitoring student academic performance, advocacy at the school, assistance with parent-teacher conferences
- **ENRICHMENT AND EXPOSURE SERVICES**
 - After School Program during School Year (including transportation services)
 - 6-week summer camp
 - 11 Enhancement Days (Full Day programming on Teacher Planning Days/Holidays when schools are closed)
 - Saturday Programming (Super Saturdays; 10 days per year)
 - STEAM Initiatives (Science, Technology, Engineering, Art, and Math)
 - Arts Enrichment (Dance, Music, Art, Drama, etc.)
 - Weekly field trips during the summer
 - Mentoring specific to the needs of girls and boys
 - E.g., Honey Shine and Band of Brothers programming
- **HEALTH AND WELLNESS SERVICES**
 - Access to annual health screenings (e.g., physicals, vision screenings, and dental screenings)
 - Linkage to social emotional / mental health support
 - Daily meals
 - Dinner/Snack during After School Programming
 - Breakfast / Lunch / Snack during Full Day programming on Enhancement Days and during Summer
- **FAMILY SERVICES**
 - Assistance with basic needs (referrals to food, housing, utility assistance programs, etc.)
 - Care coordination and information and referral services to community resources
 - Employment assistance and job training programs
 - Digital Skills Training Programs for adults

- Parent/Family Support
 - Positive Parenting Groups
 - Monthly workshops
 - Assistance with clothing, school supplies, school uniforms, and baby items through the Neat Stuff Program
 - Holiday incentives (e.g., Thanksgiving meals, Annual Holiday Party and toy distribution, etc.)
- **ECONOMIC SUSTAINABILITY**
 - College and Career Readiness Services (K-12)
 - Annual College Tour for High School Students (in-state and out-of-state)
 - Local College and Career Tours weekly during the Summer for Middle School and High School students
 - Summer employment and internships (ages 14-25)
 - Financial literacy workshops (K-12)
 - Civic Engagement activities (e.g., community service hours/projects for students, education on voting, social justice, and global citizenship)
 - Job readiness support for students and adults (resume workshops, interview preparation, exploration of career/vocational opportunities)
 - Career training and certification programs
 - College scholarship opportunities
 - Assistance with college applications
 - Mentoring and success coaching

OYC MIAMI GENDER-SPECIFIC PROGRAMMING

Gender-specific programming is an important focus of all OYC Miami programming as there are benefits to having activities that focus on female students coming together to bond, learn, and grow in their self-confidence and self-expression through mentorship from other female role models. Similarly, having opportunities for males to come together to participate in program activities that focus on male empowerment and mentorship is just as important. At OYC Miami all of our female students are considered “Honey Bugs” and male students are part of the “Band of Brothers”. Gender-specific programming is facilitated throughout the program year with weekly sessions during the school year and summer. In addition, Camp Honey Shine is hosted annually at the Carrollton School of the Sacred Heart for female students in grades K-12. For more information on the history of Honey Shine programming can be located here: <https://honeyshine.org/about-us/>

Honey Shine Mantra

I am bold.

I am beautiful.

I am fierce.

I am enough.

B.O.B. Mantra

I am a leader.

*I am capable and confident.
I dictate my future.
I am enough.*

OYC MIAMI PARENT CODE OF CONDUCT POLICY

The Parent Code of Conduct for OYC Miami programming outlines the expectations and responsibilities for parents, family members, and/or guardians of participating students. Here is a summary of the key expectations:

- **Respectful Behavior:** Parents are expected to demonstrate respectful and courteous behavior towards program staff, other parents, and students.
- **Punctuality:** Parents should adhere to drop-off and pick-up times to ensure a smooth program operation.
- **Communication:** Provide accurate and up-to-date contact information and follow the communication guidelines established by the program.
- **Student Safety:** Comply with the program's drop-off and pick-up procedures, maintain an authorized pick-up list, and provide essential health and emergency information.
- **Parental Involvement:** Be open to volunteer opportunities and participate in parent meetings to support the program's activities and events.
- **Cooperation with Program Staff:** Trust the professionalism of staff, address concerns appropriately, and follow staff instructions and guidelines.
- **Financial and Administrative Matters:** Adhere to registration payment guidelines, understand refund policies, notify the program of attendance or absence, and comply with the late pick-up policy.
- **Dress Code:** Follow the program's dress code guidelines and dress appropriately for various activities.
- **Technology Usage:** Abide by the acceptable use policy for electronic devices and respect any limitations or restrictions.
- **Discipline:** Understand the program's discipline policy, including consequences for rule violations, and be aware of the appeals process for disciplinary actions.
- **Confidentiality and Privacy:** Safeguard personal information and provide consent for media release as needed.

- **Grievance Procedure:** Follow the outlined steps to address complaints and report any issues that arise during the program.
- **Termination of Enrollment:** Be aware of the grounds for termination and the proper notice and process involved.

By adhering to these expectations, parents contribute to a positive and enriching program experience for their children and foster a supportive community within the program.

OYC MIAMI STANDARDS

The OYC Miami Standards are a set of values based on peaceful co-existence with others. By establishing and adhering to the standards, OYC Miami staff has established a set of expectations for our students. It is our expectation that all students learn to say the OYC Standards flawlessly during elementary school. During middle school, you should be able to express the OYC Standards in abstract terms. Middle school students should understand the “preamble” to the OYC Standards. By the time you reach high school, you should begin to see and be able to express how the OYC Standards impact your life.

The OYC Standards are founded upon the principles of integrity and respect.

Integrity...because integrity exemplifies

truthfulness, modesty and trustworthiness.

Respect...because respect exemplifies

courtesy, honor and reverence.

1. **In OYC we greet each other every day with a smile and a handshake to strengthen the relationship between us.**
2. **In OYC we honor and respect each other and so we address one another with proper language and speech.**
3. **In OYC we value the space of ourselves, and others and are careful not to intrude or injure each other.**
4. **In OYC we are mindful of what is true, and strive to be honest in word and deed.**
5. **In OYC we treasure our rich culture and hold the cultures of all people in high regard.**
6. **In OYC we strive to reflect our beauty both inwardly in our understanding and outwardly in our appearance.**
7. **In OYC we keep it real!**

PROGRAMMING ATTENDANCE

OYC Miami staff will provide a schedule for all levels (Elementary, Middle and High School).

- Students are required to attend programming a **minimum of 85%** of the offered program days.
- OYC Miami offers programming on days that students are out of school throughout the school year, as well as some Saturdays, as announced. All students are expected to participate.
- If a student falls below the attendance requirement, In-School Coordinators will reach out to parents and will continue to monitor student's attendance pattern after parent contact.
- If attendance problems are persistent, a Family Support Specialist will send a 30-day probation letter.
- If attendance problems persist within those 30 days, the student may be dismissed from the program.
- Students are required to fully participate and comply with In-School, After School, Out of School, Summer, High School and College and Career Goals and Objectives.

APPLICATION & ENROLLMENT PROCEDURES

To be a participant, **ALL** students must complete an application. OYC Miami has a comprehensive enrollment which includes an application, interview, and orientation. This process is in place to ensure we are able to serve the needs of the child in our program. The process is as follows:

1. Parent/Guardian completes one-page interest form <https://overtownyouth.org/program-interest-form/>
2. The Family Support Specialist will conduct a family interview/orientation with the parent/guardian. During this time the parent will complete all necessary enrollment paperwork.
3. The family will be notified by the Family Support Specialist of their acceptance and start date.
4. All parents/guardians with children aged 5-12 years old enrolling in the program must enroll in the Positive Parenting Program (Triple P) **within three months** of their child's acceptance to the OYC program (see below for more information on the Triple P Program).

The enrollment process could take approximately 1-2 weeks depending on the age of the child and the availability of the parent/guardian to complete the necessary paperwork and orientation. OYC does not discriminate against applicants on the basis of race, color, national origin, sex, age, religion, or disability status. OYC Miami reserves the right to deny an applicant if we determine we are unable to meet their needs within reasonable accommodations. Any student denied will be referred to a program, if available, that is better suited to meet the immediate needs of the student.

Each grade level has a limited number of enrollment spaces available. When all spaces are filled, each subsequent applicant's name will be placed on a waiting list and, the applicant's parent/guardian will be contacted as space is available.

If you are interested in other services funded by The Children's Trust, please call 211 or visit www.thechildrenstrust.org. For special needs resources for your child/youth, visit www.advocacynetwork.org or www.thechildrenstrust.org/content/children-disabilities.

PARENT/GUARDIAN PARTICIPATION REQUIREMENTS

OYC Miami makes a substantial effort to involve parents/guardians in the educational component of their children's lives. Parents/guardians of the children that attend our program must be committed to the following program requirements:

- Parent/guardian of newly enrolled children ages 5-12 must complete the 8-week Positive Parenting Program (Triple P curriculum). The Triple P trainings are designed to offer parents a toolbox of ideas and strategies which aid them in supporting their child across their developmental milestones and in having a greater understanding of the educational system. Pre/post questionnaires will be completed during program participation.
- Attend at least 6 parent monthly meetings offered over the course of the program year. Monthly parent meetings are organized to strengthen the family unit and to provide support to families as needed.
- Immediately notify OYC Miami of any address or phone number changes
- Participate in at least 3 special events the organization has throughout the school year

During the monthly parent meetings, workshops are offered. Each workshop concentrates on three content areas – Connecting, Education & Exposure, and Parental Support. Some of the key benefits of parenting education include:

- Connecting: Relationship Building
- Education and Exposure: Health and Wellness, Financial, Economic Stability, and Advocacy
- Parental Support: School Advocacy, School Engagement, Coping Mechanisms, Best Practice Parenting Routines

REGISTRATION FEE REQUIREMENTS

Upon notification of acceptance into the OYC Miami Program, a \$100 registration fee will be required per student for Summer Programming for both OYC Miami and Camp Honey Shine programs. A 50% deposit is due by May 31st and the remaining 50% of the fee is due by June 30th.

A registration fee of \$25 per student is required for the OYC Miami After School Program and is due by August 15th or at the time of registration for students enrolled once the school year has started.

The OYC Miami Family Services Team will inform parents/caregivers of how to make payments for student registration.

****Parent Participation Incentive:** *For parents/caregivers that participate in at least 12 activities per year (June 2023 – May 2024; e.g., monthly parent meetings, volunteer opportunities, OYC job training or digital skills programs, OYC parenting groups) as monitored through parent attendance records during the 2023-2024 Program Year, families will be eligible for a 20% discount to re-enroll their students in programming for Summer 2024.*

ADDITIONAL FAMILY SUPPORT SERVICES

United Way EDEN Place (*Educate. Develop. Empower. Nurture.*): EDEN Place is an educational family resource center that provides free, comprehensive services to parents and/or caregivers to help them better understand their children’s schooling and broader development, connects them to resources and empowers them to advocate for their children’s future success.

Services include:

- Monthly Parent workshops/meetings focused on topics such as positive parenting, health/wellness, financial sustainability, and academic supports
- One-to-one assistance
- School advocacy
- Family coaching
- Parenting strategies and skills
- Child behavior support
- Social skills training
- Application assistance
- Health insurance enrollment
- Food distribution
- Employment assistance/job placement and success coaching to eligible adults
- Information and referrals to access community resources

Families requiring support may contact a Family Support Specialist or submit a request for support at <https://overtownyouth.org/edenplace/>

ACCIDENT/EMERGENCY MEDICAL PROCEDURES

In the case of an accident, OYC Miami will notify the parent/guardian or emergency contact. Should emergency action be needed, staff will provide immediate care by calling 911 and then call the

parent/guardian or emergency contact. If transport to the hospital is required, a staff person will accompany the child to the hospital.

Individual emergency care for children with known medical problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions that require medication or technology support) are on file with the Program Coordinators.

OYC Miami staff will contact the parent/guardian if their child receives any type of injury. An "Incident Report" will be filled out by your Program Coordinator and signed by an administrator and a copy of the incident form will be placed in the child's file. Note that OYC has a fully equipped first aid kit, which is taken with each group when they leave the premises.

COVID-19 PROTOCOLS

- OYC Miami will have PPE and hand sanitizer at all sites at all times. Families, staff, and youth will be provided with disposable PPE when needed.
- Sick students, teachers and other staff are asked not to come to programming. Should a student mention they are sick or have a high temperature, they will be asked to go home; parents/guardians will be called for an early pick-up.
- During afterschool programming we will enforce healthy safety measures including regular hand washing with water and soap for 20 seconds (using the Happy Birthday song).
- Prior to the start of each program, staff will use hand sanitizer and daily disinfect all surfaces (i.e., desk, tables, computers, chair, door knobs, etc.).

WELLNESS POLICY

Children and youth are most contagious before they are noticeably ill. If you suspect that you may be coming down with something or are not feeling well, please discuss with your parent/guardian if you should stay home for the day. If a child becomes ill at OYC Miami, the parent/guardian (or the emergency contact provided by the parent/guardian) will be called to pick the child up within the hour. If an illness is serious and a student is unable to attend OYC Miami for 3 or more days, please provide a written note by a licensed physician that indicates that the student is healthy and can return to OYC Miami.

PARENTAL/GUARDIAN RELEASE POLICY

Please keep in mind the following:

- Children will be released only to the child's custodial parent(s) or person(s) authorized (in writing by the custodial parent(s), to take the child from the OYC site and to assume responsibility for the child.
- DCF Policy- OYC cannot release any children without seeing a picture ID.
- OYC staff will not release any children to a person under 18 years old. (**No Exceptions**)

- A child may not be released to a non-custodial parent unless the custodial parent gives permission in writing. Legal documentation must be supplied to OYC in the event of special situations.
- The provision that a child shall not be visited by, or released to, a non-custodial parent unless the custodial parent specifically authorizes OYC to allow such visits or releases must be in writing. This written authorization, including name, address and phone number shall be maintained in the file.
- If a non-custodial parent has been denied access to a child by a court order, OYC shall secure documentation to that effect and maintain a copy on file.
- Written procedures to be followed by staff if the parent(s) or person(s) authorized by the parent(s) as specified in (A) above, fails to pick-up a child at the time of OYC daily closing.
 - The child is supervised at all times.
 - Staff attempts to contact the parent(s) or person(s) authorized by the parent(s).
 - Staff will assist for 15-30 minutes after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at OYC, the staff member shall call DCF Division's 24-hour Child Abuse Hotline (1-800-955-8771) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) appear(s) to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual. In such an instance the child will not be released to such an impaired individual and staff will attempt to contact the child's other parent or an alternate person(s) authorized by the parent(s). Note that if the Center is unable to make alternative arrangements, the staff shall call the DCF 24-hour Child Abuse Hotline (1-800-955-8771) to seek assistance in caring for the child.

LATE PICK UP POLICY

The safety of children is of paramount concern to OYC Miami/HoneyShine. To track all bus drop-offs and pickups of children, parents/guardians are required to be at the bus drop off location when the bus arrives and sign children out on the daily attendance sheet when picking them up from the center. Staff are not permitted to sign these sheets on behalf of parents/guardians.

Generally, persons picking up children must be at least 18 years of age and bring a valid photo identification. In exceptional circumstances, and only with the parent/guardian's written consent, a younger individual may be permitted to pick up a child.

When children are being picked up from the Center, staff will ensure that the person doing the pickup is authorized to do so and does not appear to be unwell or intoxicated. Additionally, if parent(s)/caregiver(s)

arrive after 6:30 pm to pick up their child(ren), late pickup procedures will be applied due to safety concerns and staffing costs (see below Late Fees).

Pickup by an unknown person

If the person picking up the child is not known to a staff member, the staff person will consult with other staff members to determine if any other staff knows whether or not this individual is authorized to pick up the child. If still unfamiliar to staff present, the child's file will be checked for the individual's name, and photo identification will be required. If the unknown person is not authorized to pick up the child, the parent must be contacted for permission. Should the parent(s) be unavailable, the child cannot be permitted to leave with the unauthorized individual.

If an attempt is made to take the child or if the individual does leave with the child, 911 (police) will be called by staff. Describe to the 911 operator/police:

The Programs Director and CEO are to be immediately informed and staff will continue to make attempts to contact the parent(s)/guardian(s).

Pickup by a person who appears unwell

If a parent/authorized person appears to staff to be unwell/intoxicated when they arrive to pick up a child and staff is concerned for the safety of the child, staff will suggest that the parent/ authorized person not leave with the child. Staff can offer to call a cab or call another authorized contact person to assist. Should the unwell/intoxicated person agree to a cab when the center is closing, a staff person will remain with the parent/authorized person until the cab has arrived.

Late child pickup procedure

OYC Miami/Honey Shine afterschool program closes at 7:00 p.m. Parents are asked to plan sufficient time to pick up their child from the program site. If the parent/guardian is aware that they are going to be late, they should call the center to advise staff of this and of their plan to pick up their child/ren. Due to the operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged.

When a child is not picked up by 7:00 p.m., two staff will remain at the program site until the situation is resolved.

Late Fees

The late fee schedule is as follows:

From 6:30 p.m. to 8:00 p.m. the fee for the first time late is \$1.00 per minute until 8 p.m. (maximum charge: \$60.)

The fee for the second time late is \$3.00 per minute until 8:00 p.m. (maximum charge: \$180) and any time late after that in a 30-calendar day period, the rate will be \$3.00 per minute.

The program clock is the time used to determine the late payment. Late fees not paid within 48 hours are added to your statement.

Staff on duty will complete a late fee payment form, which is to be signed by the parent/guardian. By signing the form, the parent/guardian acknowledges that they are late and agrees to the amount due.

Repeated Late Pickup

If late six times in any seven-week period, the family faces removal from the program.

If the parent/guardian is repetitively late, staff will notify the Family Support Specialist who will meet with the parents/guardians regarding the situation.

In the event that the parents/guardians/emergency contact(s) are not available and it is 8:00 pm; we will contact the appropriate child authorities and follow their instructions. Under no circumstances will the staff remove the children from the program site.

DISCIPLINE POLICY

All OYC Miami students and staff are expected to learn and exemplify the rules and standards of behavior set forth by the organization. In the event of a student violation, all OYC Miami program staff and volunteers will comply with the disciplinary policy and procedures set forth in this document. ***OYC Miami staff will document the disciplinary action in accordance with the policy and procedures in an Incident/Accident Report. OYC Miami staff who witness the violation(s) are responsible for completing the required documentation and/or assisting with the documentation to verify all information is accurate and complete.***

VERBAL WARNING & DETENTION PROCEDURES

VERBAL WARNING – Students who engage in minor infractions will be verbally reprimanded and a record of the violation will be documented in the student file by the student’s Coordinator using a “Record of Disciplinary Action” form. In the event the violation is observed by a staff member or volunteer other than the student’s Coordinator, the violation is to be reported to the student’s Coordinator for appropriate action. The student should be advised of how and why his/her behavior is a violation and review the associated rules and standards. Violations that warrant a verbal warning include, but are not limited to:

1. Eating in restricted areas (i.e., computer room, lobby, gym)
2. Leaving classroom without permission
3. Not complying with OYC staff directives/instructions
4. Verbal confrontations with staff and/or students
5. Other behavior that requires OYC staff intervention
6. Using mobile devices during programming or at a time when it is not permissible. Student usage of cell phones and other mobile devices are permitted during snack time, free time and homework **only if the program coordinator gives permission.** Parents may contact their child during programming by

calling the front desk. Students who fail to comply will have their device **confiscated** and **only** be returned to their parent/guardian.

Elementary Students Only:

Students will have twenty-five (25) points deducted from his/her Daily Point total for each petty infraction. If the student's behavior does not improve after fifty (50) points have been deducted in one (1) day, the student will be referred to the Program Manager for indoor detention and/or any other corrective action deemed appropriate. A record of the referral for detention will be documented in the student's file on the "Record of Disciplinary Action".

INDOOR DETENTION – Students referred to the Program Manager for indoor detention will be advised as to why they are in detention. Students assigned to indoor detention may not be permitted to re-enter and/or participate in OYC Miami/classroom activities for the remainder of the day. Students assigned to indoor detention will be required to write an apology that includes the standard(s) violated and complete any other behavior modification requirements as deemed appropriate by the student's Coordinator and the Program Manager prior to participation in OYC Miami/classroom activities.

Students who refuse to comply with the detention procedures and/or requirements will be suspended for one (1) day. A copy of the "Disciplinary Referral Form" documenting the reason for the suspension will be sent home with the parent/guardian.

SUSPENSION PROCEDURES

1. Students who commit any infraction that will result in a suspension will be advised by OYC staff concerning the nature of the violation and why a suspension is being issued.
2. The student's parent/guardian must be notified.
3. A note of the infraction must be documented on the Record of Disciplinary Action in the student's file by the student's Coordinator.
4. The student's Coordinator, Program Manager and Chief Programs Officer will be required to complete, review and sign the Incident/Accident Report. In the event the Chief Programs Officer is unavailable, the Chief Executive Officer or DCF Director will sign the document.

All suspensions begin the day after the infraction occurred and has been documented by the OYC Miami staff. The student will be suspended from any activity related to the infraction, up to and/or including loss of privileges to participate in OYC activities and field trips. Upon the student's return, OYC Miami staff will review the standards and/or rules to make sure the student understands what is required to successfully participate in the OYC Miami programming.

Any suspension that is a result of inappropriate touching, sexual activity, serious injury or any other infraction deemed reportable to The Department of Children & Families and/or the Children's Trust must be reported within 24 hours by the Chief Programs Officer and DCF Director.

1 DAY SUSPENSION – Students who engage in behavior that is considered a Minor Infraction will be subject to a 1-day suspension. These infractions may include, but are not limited to:

1. Rough horseplay/minor fights involving pushing or shoving
2. Continuous disruptive behavior
3. Leaving OYC Miami premises without permission
4. Foul/inappropriate language

*If a student is suspended more than twice during a calendar week or more than 4 times in one month, the student will be required to attend mandatory behavior modification workshops and a corrective action plan must be written.

1 WEEK SUSPENSION – Students who engage in behavior that is considered a Major 1 Infraction will be subject to a 1-week suspension (minimum). These infractions may include, but are not limited to:

1. Verbal sexual harassment
2. Consensual sexual activity on premises
3. Major fight/physical violence
4. Stealing from a student, staff and/or OYC property
5. Foul language directed at students, staff and/or visitors

*Depending on the severity of the situation, if a student is suspended for a week the student may be required to attend mandatory behavior modification workshops and/or a corrective action plan may be written. In addition, prior to the student's return, a parent meeting will be mandatory which will include the student(s), OYC Miami Coordinator, and Parent Coordinator and/or Program Manager.

2 WEEK SUSPENSION – Students who engage in behavior that is considered a Major 2 Infraction will be subject to a 2-week suspension (minimum). These infractions may include, but are not limited to:

1. Drug/alcohol usage and/or being under the influence on OYC premises
2. Bullying: unwanted aggressive behavior
3. Physical sexual harassment
4. Cyberbullying: using technology to harass, threaten, embarrass or target another person via social media
5. Inappropriate internet usage: Searching for pornographic or violent materials

3 MONTH SUSPENSION – Students who engage in behavior that is considered a Major 3 Infraction will be subject to a 3-month suspension. These infractions may include, but are not limited to:

1. Sustained and/or abusive sexual harassment or explicit sexual activity
2. Use or smell of narcotics

MULTIPLE MAJOR INFRACTION OFFENSES PROCEDURES

First Offense – Students who engage in behavior that is considered a **major infraction** will be subject to a one to two week suspension. (See above.)

Second Offense – Students who engage in behavior that is considered a **major infraction** will be subject to a 1 to 3 month suspension. Student must participate in (3) workshops about drug/alcohol, safety, and bullying (dependent upon the nature of the infraction) before returning to programming.

Third Offense – Students who engage in behavior that is considered a **major infraction** will be subject to a 3 month suspension. Student must participate in (6) workshops about drug/alcohol, safety, and bullying (dependent upon the nature of the infraction) before returning to programming.

Final Offense – Students who engage in behavior that is considered a **major infraction** will be subject to permanent removal from After School programming.

ZERO TOLERANCE INFRACTIONS

AUTOMATIC REMOVAL – Students who engage in behavior that is considered **Zero Tolerance** will be subject to permanent removal from After School programming. These infractions may include, but are not limited to:

1. Weapons Possession: (**Toy or Actual**-Knife/Blade/Gun)
2. Possession/distribution of narcotics
3. Sexual assault
4. Any illegal/criminal activity

Weapons brought onto OYC Miami property and/or into the OYC Miami facility will be confiscated and the student will be subject to automatic removal from programming. Objects considered as weapons include, but are not limited to guns, knives, brass knuckles and martial arts weapons. Other items may be included on a case-by-case basis by OYC Miami staff as necessary. Toy weapons of any kind are not permitted on the OYC Miami premises.

The student's Coordinator and other designated OYC Miami staff will work with available educational and case management personnel to continue support services outside of the OYC Miami facility for the student and/or his/her family.

Please note the following:

Inappropriate sexual misconduct includes, but is not limited to, students engaged in explicit/provocative touching, kissing, groping and/or fondling of single or multiple individuals. This behavior is not acceptable on a reciprocated or unreciprocated basis.

Students in **possession of illegal drugs** including, but not limited to marijuana, opiates, ecstasy, amphetamines and barbiturates will have the item(s) confiscated and the proper authorities will be notified. Students in possession of prescription drugs that are not directly related to his/her current

medical condition will also be subject to this policy. Under no circumstances, are students to share, distribute or sell any prescription drugs in their possession for which he/she is receiving treatment.

Bullying is a misuse of power such as physical strength, access to embarrassing information, or popularity to control or harm others. Students that engage in bullying behavior will be subject to disciplinary action whether on or off OYC Miami property. **Cyberbullying** is bullying through Internet applications and technologies such as instant messaging, text message, tweet, or response to a status update on Facebook that is harsh, mean, or cruel or posting personal information, photos, or videos designed to hurt or embarrass another person. Any OYC Miami student participating in such acts will be subject to disciplinary action.

I confirm that I have received a copy of OYC Miami Student and Family Handbook and agree to follow its guidelines.

Print Name: _____

Signature: _____

Telephone: _____

Date: _____