

{Insert Program Name} Enrichment Policy

Sanctions:

| | 1 st offense | 2 nd offense | 3 rd offense | Final offense |
|---|--|---|---|--|
| Not completing homework | Remind about the importance of completing homework | Verbal reprimand and corrective action plan created | Attend make-up session to complete missing homework | Discharge if missing homework is not made up within 7 days |
| Constant Disrespect to facilitators | Verbal reprimand | Report to PO, letter of apology, and additional assignment | Conference | Discharge |
| Having contraband – gang paraphernalia, cigarettes/vaporizers, lighter, pocket knife etc. | Verbal reprimand | Report to PO | Conference | Discharge |
| Lack of participation | Verbal reprimand | Report to PO and additional assignment | Conference | Discharge |
| Bullying others | Report to PO | Immediate suspension and conference | Discharge | |
| Not following directives | Verbal reprimand | Report to PO and additional assignment | Conference | Discharge |
| Negative Talk/Glorification for crime | Verbal reprimand | Report to PO and additional assignment | Conference | Discharge |
| Inappropriate/Lewd Comments | Verbal reprimand | Report to PO and additional assignment | Conference | Discharge |
| Sexual Misconduct | Immediate suspension and conference | Discharge | | |
| Leaving the classroom/session without permission | Verbal reprimand | Report to PO | Conference | Discharge |
| Leaving the building or grounds | Call 911 and conference | Call 911 and discharge | | |
| Destruction of property | Report to PO and Charges filed by on-duty officer | Report to PO, charges filed by on-duty officer, and discharge | | |
| Defacing of property | Report to PO and Charges filed by on-duty officer | Report to PO, charges filed by on-duty officer, and discharge | | |
| Horseplay | Verbal reprimand | Report to PO and additional assignment | Conference | Discharge |

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| Side/cross conversations | Verbal reprimand | Report to PO and additional assignment | Conference | Discharge |
| Sleeping in class (includes head down) | Verbal reprimand | Report to PO and additional assignment | Conference | Discharge |
| Stealing | Report to PO and Charges filed by on-duty officer | Report to PO, charges filed by on-duty officer, and discharge | | |
| Gang talk, signs, colors any gang violation | Report to PO and confiscate any paraphernalia | Conference and confiscate any paraphernalia, notify parents | Discharge | |
| Automatic Discharge | Physical fighting | Possession/under the influence of Drugs/alcohol | Possession of weapon | |

Column A – represents the various behaviors of a youth enrolled in the Thinking for a Change or Aggression Replacement programs. Note: depending on the offense, a stricter disciplinary action will be taken against the youth.

Column B-E – Highlights the sanction that youth will be given for certain offenses and which offense.

- Verbal Reprimand – Youth will be removed from group and made aware if the offense they committed. The youth will be advised that their classroom conduct/behavior must improve; otherwise additional disciplinary actions will be taken.
- Make up Homework – Missed homework assignments to be made up by youth.
- Additional Assignment – Youth will be given an additional assignment relevant to current week curriculum. (i.e. a thinking report or hassle log)
- Letter of Apology – Depending on the severity of the offense, youth will be asked to write and read aloud their letter of apology expressing their remorse for the offense committed.
- Corrective Action Plan- Staff develops a plan with youth to improve performance in group for specific tasks such as homework completion, attendance, etc.
- Report to Probation Officer – Probation Officer will be notified of the offense.
- Conference - Based on the severity of the offense, youth will be suspended immediately, and a counsel will be requested by staff to discuss the offense committed by the youth and determine the disciplinary action to be taken. Conference attendees will be T4C staff, PO, youth, and parent.
- Immediate suspension – Based on the severity of the offense, youth is immediately suspended from group and staff meets to decide if youth will continue being enrolled in the T4C program or discharged.
- Discharge – Based on severity if the offense, youth is subject to immediate discharge from the T4C program.
- Call 911/charges filed by on-duty officer – Sheriff will be called and charges will be filed.

Incentives:

Point System: A point system is established for youth who are participating in T4C or ART programs. A chart will be set up in the classroom with a breakdown of daily points earned. A chart will also display the behaviors that will allow youth to earn points that will be accumulated for different rewards. One point will be assigned to each desirable behavior. The following are desirable behaviors for which youth will earn points:

- Daily attendance
- Completing homework
- Following the rules
- Completing the role-play

Treasure Box: When a youth gets 10 points, the youth is eligible to choose one reward from the treasure box. The treasure box will be open and therefore youth know exactly what they have to choose from. Youth can save up points and choose from the Bronze, Silver or Gold level. The treasure boxes will be available every three weeks.

- Bronze level – 10 points
- Silver level – 20 points
- Gold level – 30 points

Group Incentive: The group can collectively earn an incentive agreed upon by facilitators and group members for a specific desirable behavior (i.e. homework completion) completed for four consecutive groups. This means ALL group members must bring their homework completed to turn into facilitators for four consecutive groups. Facilitators will use the point system chart to show each group where all youth brought their completed homework. There are six opportunities for a group incentive to be earned. If the whole group does not bring their completed homework, the count starts over, and no incentive is given.