

## KYC Core Values and Behavioral Expectations

**Our Mission:** To provide a safe and positive environment in which youth may grow, learn and develop life skills critical to their success in the adult world.

**Our Core Values:** Respect \* Compassion \* Responsibility \* Empowerment

**Rules:** Our rules are designed to reflect our core values and to aid us in fulfilling our mission. By adhering to and enforcing these rules we ensure that the KYC is a safe and positive place for all constituents.

We have zero tolerance for the following: weapons (including but not limited to guns, knives, pocket knives, and lighters), drugs, alcohol, tobacco, bullying and violence.

In addition, members must:

- Address all staff and volunteers in a respectful manner
- Respect all property and refrain from destructive behavior
- Be respectful of everyone's personal space
- Refrain from swearing
- Refrain from public displays of affection that make anyone at the KYC uncomfortable
- Sign in when they arrive
- Have a completed and signed permission form after the first visit
- Leave via school bus unless picked up with written permission by a parent/guardian
- Refrain from using cell phones inappropriately. All content accessed on electronic devices while at the KYC must be appropriate and consistent with KYC core values.
- Ask permission to go outside
- Dress appropriately (follow GWRSD guidelines)
- Clean up after themselves

**Volunteer Action:** Volunteers should notify a staff member IMMEDIATELY if any of the above rules are broken. Staff members will handle all disciplinary issues other than routine reminders.

**Disciplinary Procedure:** Steps may be skipped at the discretion of the staff.

1. First incident – discussion of incident with staff member.
2. Second incident – verbal warning
3. Third incident – Written warning with time-off penalty of one or more days, with copy on file.
4. Fourth incident – Final written warning resulting in immediate suspension of membership privileges at KYC. Parent and school notification.