

***The following disciplinary policy will be followed for general misbehavior:***

- 1st offense: Students will be redirected and given a verbal warning
- 2nd offense: Students will be asked to take a personal time-out
- 3rd offense: Students will lose some or all of the privilege of participating in a special activity (Loss of privilege of an activity/usage of tables, they may be assigned to a silent table, etc.)
- 4th offense: Students will talk with Program Leadership and parent will be called to discuss a positive plan for change.
- 5th offense: Parent will be called to pick-up child early or risk the child being suspended for additional days of program or removed from program completely.
- 6th offense: Student will be suspended based on severity of the offense from a day to a week of the program.
- 7th offense: Student's enrollment will be terminated for the remainder of the program.

### ***Zero Tolerance Policy***

VISION Outreach has a zero-tolerance policy for serious behavior and safety infractions since our goal is to provide a healthy, safe and fun environment for every camper. The behaviors below are grounds for immediate removal from camp for the remainder of the current day and additional days as deemed necessary by camp staff. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at program. The Program Director will meet with the student's parent (s) to determine a course of action and the length of the suspension.

Serious behaviors that may result in immediate program suspension. If a child is removed from program **no refunds** will be given.

1. Any behavior that endangers the health and safety of children, staff or members
2. Leaving the program without permission, or refusing to remain with assigned group
3. Inappropriate touching of other students or sexual misconduct
4. Theft, defacing or destruction of property belonging to VISION or others
5. Any kind of physical assault such as hitting, kicking, biting
6. Gang-related activity on of weapons, tobacco, alcohol or illegal drugs.
7. Physical contact with another person in an angry or threatening way;
8. Any demonstration of sexual activity or sexual contact with another person;
9. Harassment or intimidation with words, gestures, body language or other menacing behavior.
10. Late pick-ups from camp.\*\*\*



**VISION Outreach**  
*Empowering By Providing Education,  
Inspiration, & Revelation*  
**VISIONOutreach.weebly.com**

*VISION Outreach*

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# Parent Handbook

## **GOALS OF OUR PROGRAM**

Our objective is to help the youth of Chicago progress and excel. We provide a morale boost to youth, installing hope, optimism, inspiration, and positive practices in their lives, while tackling hunger, learning loss, boredom, and pessimism that many of Chicago's youth fight during the year. Our programs reflect these values and are designed to help our students grow physically, mentally, and spiritually within a fun positive environment. Well-trained program staff that lead the students in challenging activities act as a catalyst for growth in your child. All VISION students are designed to meet the following goals that are established for these three causes. Each camper will: grow personally, learn values improve personal and family relationships, appreciate diversity, become better leaders and supporters, develop specific skills and assets, and have fun while learning.

***VISION's programming provides education, inspiration, and revelation. We are dedicated to changing the lives of our students in the most positive way possible, and we thank you for giving us the opportunity to do so!***

## EXPECTATIONS DURING PROGRAMMING

### *Expectations of Students*

Students are entitled to a pleasant and safe environment while participating in the VISION program. We know that everyone is not always going to get along or agree on things, especially when competition is involved. However, we expect that these disagreements will be handled in a non-violent and nonthreatening manner. We want everyone to feel that they are in a safe environment where they are valued. All students should use their number one resource when an unexpected altercation happens, that is to self-report to the counselor in charge right away.

VISION reserves the right to withdraw a participant from our program if he or she is unable or unwilling to adjust to our schedule and program.

On the first day of each session, all students expectations and guidelines will be covered and explained by program administrators and staff.

Please review with your child daily the types of behaviors that we expect (outlined below) and perhaps even spend some time discussing their importance in order for your child to have a successful time during the program.

- Friends Helping Friends! Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you often. Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply **WILL NOT BE TOLERATED.**

- Social Inclusion: Teamwork and cooperation will be the basis for including every one. Politeness and courtesy go a long way. People are responsible for their actions. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs. Show respect. Every person is important. Keep your hands and feet to yourself at all times. You are not allowed to touch another student/staff member in a negative way.

- Building a community: You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill and just have fun. Respect all VISION staff and other students. The proper use and cleanliness of the bathrooms, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support. Not only do we respect each other but also we respect our facility environment by putting litter in its place, by not destroying property that belongs to VISION or to others and putting equipment up in its proper place. Be responsible for personal belongings. More things are lost than found. Leave important things at home. Stay in program areas with your counselor – running away is not acceptable. Cooperate with staff and follow directions. They know best how to keep you and your friends safe.

### *Bullying Policy*

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the program semester and can be especially hurtful when persons are targeted with meanness and exclusion. **At VISION Outreach, bullying is inexcusable, and we have a firm policy against all types of bullying.** Our philosophy is based on our mission statement which ensures that every camper is accepted. We are open to all to develop the spirit, mind, and body. We work together as a team to ensure that students gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with other staff members and their students so both staff and students will be comfortable alerting us to any problems during their experience and between seasons. Every person has the right to have the best possible experience, and by working together as a team to identify and manage bullying, we can help ensure that all students and staff have a great experience at our VISION program.

#### *What are VISION guidelines for discipline?*

Students are entitled to a pleasant and safe environment while participating in this program. We will make every effort to help your child adjust to our program. VISION reserves the right to withdraw a participant from our program if he or she is unable or unwilling to adjust to our schedule and program.

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. **Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the program. Certain abusive behaviors will result in immediate dismissal.**

If your child needs to be disciplined, acceptable measures may include: stern verbal warnings, time-out from activity, removal from activity and placed with staff away from group, suspension from program, removal from program. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the program staff. This will enable us to work more effectively and productively with your child.

We expect persons who enter into VISION Learning Center to behave in a mature and responsible way and to respect the rights and dignity of others. Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically this includes: Students should always strive to be caring, honest, respect and responsible.