



Achievers Parent Handbook



Teen Program

MIGHT Community Development & Resource Center's Teen program is called **Achievers**. The Achievers program is designed to ensure a fun, safe and healthy environment for Middle and High School students.

Mission Statement

The program's mission is to provide training to develop both character and skills for students to develop and accomplish goals and objectives that lead to a direct and focused pathway to adulthood while becoming productive, upstanding and active pillars of the community. We will provide students with knowledge and abilities of life skills, goal setting and displaying appropriate etiquette using lesson plans, group interaction, field trips and guest speakers. In addition, we will help to ensure an enduring effect on positive community interaction by fostering a hopeful environment geared toward education and career readiness.

Program Goal

To provide a powerful experience for youth that will create a pathway for adulthood, personal success, promoting positive social, emotional, physical health and well-being.

Program Objectives

- Enhance Personal Development
- Establish a Commitment to Community
- Increase Pathways available to teens
- Promote Awareness of Future Possibilities
- Promote successful graduation from high school

Core Values

Standards of ethical behavior in the Teen Program are based on commitment to the following:

- Appreciate adolescents as a unique and valuable stage of the human life.
- Base our work on knowledge of how teens develop and learn.
- Appreciate and support the bond between the teen and family.
- Recognize that teens are best understood and supported in the context of family, culture, community and society.
- Respect the dignity, worth and uniqueness of each individual (teen, family member and colleague).
- Respect diversity in teens, families and colleagues.
- Recognize that teens achieve their full potential in the context of relationships that are based on trust and respect.

Hours of Operation

Monday – Friday 3:30pm to 5:30pm

Communications

MIGHT Community Development & Resource Center (CDRC) takes pride in our Open-Door Policy. Parents and family members are encouraged to bring issues and/or concerns to the Administrative Director or the Teen Coordinator. Contact the **Administrative Director at 580-595-4808 ext. 105** and the **Teen Coordinator at ext. 107** during the hours of 8:00am-6:00pm Monday thru Friday to address any concerns/issues.

In addition, there is a formal "Customer Complaint Form" that is available to assist with documenting the timeline of a resolution. If you desire to speak with the Administrative Director or Teen Coordinator,

we ask that you schedule a time so the Administrative Director and Teen Coordinator can give you their undivided attention.

Drop Off/Pick Up Policy

For the safety of all the **MIGHT Community Development & Resource Center** participants, staff and volunteers, any student entering the building without a MIGHT CDRC staff member must enter at the main office. A staff member will escort your teen to the Teen Lounge.

If someone other than you will be picking up your teen, you must notify either the Administrative Director or the Teen Coordinator.

For security reasons, if you call over the phone to inform us that someone else will be picking up your teen you will be required to ensure they are listed on the “**Authorized Pick-up**” section of your registration form and be willing to show proper photo identification. If you fail to notify the Administrative Director or the Teen Coordinator of a change in your teen’s pick-up plan, we will not release your teen until we have heard from you – the parent/guardian. You may authorize additional persons to pick-up your teen at any time. To do so, please add their name on the “**Authorized Pick-Up**” Form with the Administrative Director. Only parent/guardians will be able to add people to the list.

COVID-19 Policy

MIGHT Community Development & Resource Center will purposefully meet the standards set forth by state and national recommendations for the COVID-19 guidance. MIGHT CDRC will continue to promote health and safety precautions by the following policies and procedures.

Signs & Symptoms of COVID-19 Include but are not limited to:

Chills Cough Diarrhea Fever of 100.4 F or above Headache Sore Throat Tiredness
Nausea/Vomiting Loss of Smell or Taste Muscle/Body Aches Nasal Congestion
Runny Nose Shortness of breath/Difficulty Breathing

The most common symptoms of COVID-19 in children and teens are fever and cough, but children and teens may have any of these signs or symptoms of COVID-19. We encourage families to check their teen’s health and keep them home when they are sick.

Teens will be required to wear masks when social distancing is not an option. Teens will also be required to wear masks in MIGHT CDRC vehicles at all times.

Handwashing will be encouraged and scheduled throughout the day. When handwashing is not available, hand sanitizer will be made available.

If your teen tests positive for COVID-19, has symptoms consistent with COVID-19, or have been in close contact with someone who has COVID-19, it is important to stay home until it is safe to be around others. Teens who have been in close contact with someone who has COVID19, should quarantine for the CDC’s recommended number of days. Close contact is considered within 6 feet of someone for a total of 15 minutes or more of direct physical contact

COVID-19 Policy (cont)

If you or your teen test positive for COVID-19 or need to quarantine, please contact the Administrative Director.

Please Note: The **MIGHT Community Development & Resource Center** is not liable if your teen tests positive with COVID-19 or is exposed to COVID-19.

If your teen presents any COVID-19 symptoms we will check their temperature. Depending on the symptoms including temperature exceeding 100.4 degrees, we will require that you arrange pick up for your teen from the program within 30 minutes and they not attend until he/she is no longer contagious. MIGHT CDRC follows CDC guidelines in determining when your teen can return to the program.

General Contagious Illnesses

MIGHT Community Development & Resource Center will contact the parent/guardian or emergency contacts if any of these symptoms exist. For the health and safety of the staff, peers and MIGHT CDRC participants, it is imperative that a sick teen is picked up within 30 minutes from discovery of symptoms. Teens with a contagious illness will be isolated from the other teens.

These symptoms are as follows:

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|--------------------------------|----------------------|------------------------------|
| Temperature over 100.4 degrees | COVID 19 | Too tired to do any activity |
| Diarrhea | Difficulty Breathing | Head Lice |
| Undiagnosed Pox/Rash | Vomiting | Mouth Sores |
| Pink Eye/Pus Drainage | Ringworm | Impetigo |
| Strep Throat | Chicken Pox | Shingles |
| Whooping Cough | Yellowish Eyes/Skin | Mumps |
| Hepatitis A | Draining Skin Wound | Irritability |

If your teen experiences any of these symptoms, they must remain out of the program for a full 24 hours after the symptoms have ceased. If you treat a fever with Acetaminophen/Motrin your teen is still considered to have a fever and should remain out of the center until they are symptom free for - without medicine - for 24 hours.

Discipline Policy

1. First offense – Program Coordinator gives a quick verbal warning.
2. Second offense - Program Coordinator removes teen from situation and speaks to the teen in a private pleasant manner about the situation.
3. Third offense - Program Coordinator offers the teen a cool down in a comfortable place away from others.
4. Fourth offense - Executive Director is called to the Teen Room to speak with the teen in a calm and pleasant voice about the situation. A Behavior Report is completed and a conference with the parents may be set up to discuss the behavior.
5. Fifth offense - Executive Director is called to the classroom; teen is taken to the office to call the parent. The parent will be asked to pick the teen up and a three-day suspension may result.

Discipline Policy (cont)

Please Note: This process is for ONE day. In other words, it starts over daily - just as God's mercies are new every day.

Offenses that seem to become constant may be documented in an effort to discover a possible pattern. A pattern can be a specific time of day or task where the behavior is observed. The outcome of the discussion is at the discretion of the Executive Director of **MIGHT Development & Resource Center**.

Bully Policy

MIGHT Community Development & Resource Center and the Teen Program takes aggression and bullying (physical, psychological, verbal) very serious. While the Teen Leadership Team is trained to deal with conflicts and prevent any kind of bullying during program hours, MIGHT CDRC staff is not able to witness every situation or hear every conversation. We do ask that if your teen is being bullied, please address it with the Administrative Director or Teen Coordinator immediately.

Bullying will not be tolerated at the MIGHT CDRC Teen Program.

Dress Code

All teens of the Achievers Program are expected to exhibit a neat, well-groomed appearance including basic personal hygiene

Attendance

Attendance is vital in the success of your teen. We encourage the scheduling of personal appointments to be made outside of program hours to limit absences. However, if your teen will need to miss a day for any reason or will be tardy, we ask that the teen contact the Administrative Director. All absences should be excused by the Administrative Director. Absentee request forms are available by request. Although assignments are still received for points, excessive tardiness and unexcused absences will cause teen to lose points. Please understand frequent absences will affect teens' pathway to adulthood.