

Honesty,  
Integrity, Responsibility



Accountability,

## **Disciplinary-Sanction Policy**

### **Section 5-5.1**

The Program Agreement has clearly defined goals and expectations. The rules described in this Agreement are designed to help you achieve these goals. A Mother's Touch premises is also a community that is built upon respect for the rights of others. Program rules, including the disciplinary process, are designed to both help you succeed and ensure that other's rights are maintained.

#### **Step 1: Verbal Warning**

Upon notification of a violation of the program standards, house managers or executive director will address this issue with the residents' behavior. House Managers will discuss with the residents the nature of the problem or the details of the program policy violation. The house manager and resident will discuss expectations for resolution, and the staff will clearly describe to the resident the steps they must take to correct the behavior.

After the house manager and resident have a conversation, the house manager will prepare a written document containing a summary of the conversation and the steps the resident must take. The resident will be asked to sign this document and it will be placed in the resident's file.

#### **Step 2: Written Warning**

More formal documentation of behavior issues will be the written warning. It will outline the behavior the resident needs to correct and the consequences for failure to do so. Continued failure to meet program standards may result in discharge from the program.

A written warning may include but is not limited to:

- 30/30: a community support meeting a day for 30 days with proof of attendance.
- A written assignment.
- Residents will identify what they need to correct the behavior themselves and discuss an action plan with staff.

### **Step 3: Final Written Warning**

If a resident continues to engage in program rule violations, a final written warning may be issued. This written warning will include a reference to previous disciplinary actions and discussions. It will also include the steps the resident must take to avoid additional disciplinary action.

In this final written warning, a resident will be notified that failure to successfully improve their behavior will result in additional disciplinary action up to and including discharge from the program. The resident will be asked to sign the final written warning, and the document will be placed in the resident's file.

- Removal of an overnight.
- Go back on restriction.
- Limited flexibility for when they can come and go.

### **Step 4: Discharge**

If a resident fails to correct their behavior, the result may be immediate discharge from the program. This is not a step that A Mother's Touch takes lightly.

Generally, A Mother's Touch will follow this Policy, however, it reserves the right to combine, modify, and skip steps depending on the circumstances of each specific situation. Residents may be asked to vacate the property without prior notice or disciplinary action.