

## OTA Discipline Procedure

- In our classes discipline helps keep class **safe** and **fun** for all students
- It is about teaching kids right from wrong
- Emphasize **RESPECT** (coaches, other kids, equipment)

### **First Five Minutes**

- Set a tone for class
- Go over rules
- Enforce rules if they are being broken
- Consistency and follow through are essential

### **Tone**

- Normally, an OTA coach should have a lighthearted, fun and silly tone
- If enforcing a rule, your tone should be serious, but not yelling
- Stay calm, don't lose your temper

### **Be Clear**

- Clearly state **what rule was broken** or what the child did wrong

### **3 STRIKES SYSTEM**

- There should be a 3 strike process when disciplining kids
- Strike 1 – **(WARNING)** Remind child of what rule they broke
- Strike 2 – **(PENALTY BOX)** Sit child out for a few minutes
- Strike 3 – **(DONE)** They cannot participate for the rest of class, coach must address issue with parent or PTA Coordinator at conclusion of class

### **The Penalty Box**

- If a child breaks a rule, have them sit out on the sideline for a short amount of time (1-2min)
- Use the term 'penalty box' rather than timeout.

### **Consequences**

- Can be effective motivators for good behavior
- Example: **"You can't play in the game if you keep breaking the rules"**

### **No Physical Punishments**

- We are not drill sergeants
- Do not punish a child by making them do pushups, sit ups or any other physical activity
- **No physical contact with the students AT ALL**

### **Be Consistent**

- If you sit one child out for breaking a rule, you must also sit out any other child that breaks the rule

### **Follow Through**

- When the child's timeout is over, ask them if they are ready to follow the rules and rejoin class

### **Persistent Behavior Issues**

- If there is a behavior issue that arises each class, **notify your PD**. The PD will bring the issue to the attention of the PTA and parents.

### **Emergency Behavior Issue**

- If there is an emergency behavior issue (a child is acting in a way that is putting the safety of another child at risk) then find a PTA rep, teacher or administrator to help regain control of the class
- If there is a violent incident (fighting) the child should be immediately removed from the program

### **The 2 Minute Rule**

- Do not take more than 2 minutes to deal with a discipline situation
- Address the issue and then MOVE ON
- Don't dwell or fixate on the problem
- Don't negotiate with children. You are the adult, what you say goes.
- Learn to ignore "unworthy" issues regarding misbehaving participants
  - Often these students are simply looking for attention

### **Remember**

- These discipline suggestions are for extreme or persistent cases
- Our classes are **silly** and **fun**, always keep things upbeat and lighthearted

**\*\*Kids are going to test. You will be "reminding" kids to follow directions, stop talking, pay attention, stand in the proper place, put down equipment, keep their hands to themselves, hurry up, slow down, be nice, wait your turn, watch your language, don't cheat, be a good sport, don't be a sore loser, play fair, stay in a straight line, raise your hand, don't call out, etc. This is NOT part of the discipline plan. This is simply the process of being an adult in charge of a group of children. Be sure to recognize the difference.**