



TOWN OF BARNSTABLE

BARNSTABLE RECREATION DIVISION

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Barnstable Recreation Division Program Behavior & Discipline Procedure

Programs offered by the Barnstable Recreation Division are a privilege for the participants, therefore participants are expected to exhibit appropriate behavior at all times. The staff will strive to provide a safe, fun, educational and secure environment for all participants. The success of each program depends directly on the behavior of each participant. The following procedures will be followed if a participant misbehaves or breaks the rules. This procedure is used as a guideline, however, steps may be skipped if the situation warrants and will be up to the discretion of the Program Coordinator of each program.

Program Participants: Parent cooperation and involvement is vital to the successful implementation of our discipline policy. We ask the parents read and discuss the rules and policies to the participants. Parents must realize that their child's behavior may determine what the staff allows him/her to do while participating in the programs. Please answer any questions the child may have regarding your expectations as well as our behavior policies.

Immediate Dismissal: The Barnstable Recreation Division reserves the right to remove and suspend a participant from a program if they pose serious continual discipline problems, especially those in which their behavior endangers the safety of themselves or others, whether or not all of the steps in our discipline procedure have been completed.

Immediate Dismissal Examples:

- Any child who brings a weapon to a program (knife, blade, gun, explosive device, etc.) will be immediately removed from the program.
- Any child who seriously harms himself or another participant will be removed (physical and/or verbal abuse).
- Any child who makes a credible threat to hurt themselves or other participants will be removed.
- Any child who verbally or physically abuses staff will be removed.

Documentation: All behavioral issues will be documented and may warrant an Incident Report. If needed, an Incident Report will be immediately completed by the staff and submitted and reviewed by the Recreation Director and Assistant Recreation Director.

Suspensions: The staff would like program participants to have the best experience possible while participating in our programs. The staff will use a caring and positive approach with regards to discipline. The staff will differentiate discipline and use of corrective action (e.g., positive reinforcement, firm statements, and redirection) in working with the participants to use appropriate and positive behavior while enrolled in our programs. Although the staff is committed to correct inappropriate behavior, suspensions may be necessary for repeat offenses or in the instance of a severe infraction. Listed below are the infractions (minor and major) and actions that will be taken.

Minor Infractions:

- Disrespectful to staff members or participants
- Not listening and/or following directions
- Swearing
- Inappropriate gestures
- Breaking general program rules

Action Taken (*under the discretion of the Recreation Division*):

1. Verbal warning and correction of behavior
2. Written warning – notification to parent/guardian if participant is a minor
3. 1-3 day suspension
4. 1-2 week suspension with a final warning
5. Expulsion from the program

Major Infractions:

- Hitting/Biting/Spitting
- Stealing
- Possession of weapon
- Threatening staff or other participants

Action Taken (*under the discretion of the Recreation Division*):

1. Indefinite suspension
2. Expulsion

Reminder: This procedure is used as a guideline, however, steps may be skipped if the situation warrants and will be up to the discretion of the Program Coordinator of each program.

I have read and understand the discipline/behavior policy for the Barnstable Recreation Division.