



# TOWN OF NEWSTEAD

P.O. Box 227 5 Clarence Center Rd. Akron, NY 14001

## Department of Recreation Discipline Policy

(Approved - 2012)

The intent of this policy is to help Rec. Dept. participants and staff members grow and develop as individuals and community members by being mindful of others and taking responsibility for their own actions.

In order to fulfill the Rec. Dept. Mission: “provide residents of the Town of Newstead, Tonawanda Territory, Akron Central School District, and students of the Akron Central School District with a variety of enjoyable and meaningful physical fitness programs and leisure activities that promote individual development and teamwork in a safe/positive environment” and to advance the core values identified in the Rec. Dept. Strategic Plan: “commitment, fairness, honesty, passion, resourcefulness, respect, and service”, participants and staff members are expected to conduct themselves accordingly and appropriately.

Actions observed to violate the mission, core values, and rights of others will be disciplined. To do so, a logical consequences approach will be used; it is important for participants, guardians, and staff to understand: if rules are broken, then corrective measures will be taken. Violations that do not comply with expectations set forth include, but are not limited to: physical altercations, abusive language, illegal substances, personal and property damage, insubordination, failure to comply with program rules/guidelines, lack of respect, and not being truthful.

In the event of a violation, corrective measures may include, but are not limited to: time-out, contacting parent/guardian, being sent home for the day, suspension of some longer duration, and/or removal from the program.

In an attempt to create disciplinary proceedings that are progressive in nature, the following steps apply to normal, regular circumstances. In the event of extenuating circumstances, the proposed steps may be expedited at the discretion of a Program Coordinator or the Director of Recreation to maintain control over the environment.

*1<sup>st</sup> Offense - Participant will be verbally warned. A 1<sup>st</sup> discipline form will be filed by the respective Program Coordinator to the Director of Recreation by the end of the next business day.*

*2<sup>nd</sup> Offense, Escalation of 1<sup>st</sup> Offense, Extenuating Circumstance - Participant's guardian will be contacted to pick up participant; participant of legal capacity will be sent home. A 2<sup>nd</sup> discipline form will be filed by the respective Program Coordinator to the Director of Recreation by the end of the next business day.*

*3<sup>rd</sup> Offense, Escalation of 1<sup>st</sup> or 2<sup>nd</sup> Offense, Extenuating Circumstance - Participant will be removed from the program without reimbursement. A 3<sup>rd</sup> and final discipline form will be filed by the respective Program Coordinator to the Director of Recreation by the end of the next business day.*

*Copies of 2<sup>nd</sup> and 3<sup>rd</sup> Offenses will be provided to participants, guardians, and staff members upon request.*

*The Rec. Dept. Board & Staff appreciate your support of its mission & values!*



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## Department of Recreation Discipline Form

(Approved - 2012)

Date of Incident: \_\_\_\_\_

Incident #: \_\_\_\_\_

Staff Member(s) Reporting Incident: \_\_\_\_\_

Name(s) of Participant(s) Involved in Incident: \_\_\_\_\_

Witness(es) of Incident: \_\_\_\_\_

Staff Member(s) Description of Incident: \_\_\_\_\_

\_\_\_\_\_

Witness(es) Description of Incident: \_\_\_\_\_

\_\_\_\_\_

Program Coordinator Description of Incident: \_\_\_\_\_

\_\_\_\_\_

Participant Description of Incident: \_\_\_\_\_

\_\_\_\_\_

Proposed Course of Action: \_\_\_\_\_

\_\_\_\_\_

Resulting Outcome(s) from Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Staff Signature(s)

\_\_\_\_\_  
Witness Signature(s)

\_\_\_\_\_  
Program Coordinator Signature

\_\_\_\_\_  
Participant Signature(s)