



City of Ketchum
Parks & Recreation

Inappropriate Behavior Guidelines

PURPOSE

The purpose of this procedure is to establish written procedures for managing inappropriate behaviors within the Youth Recreation Program.

PROCEDURE

In an effort to establish standard operating procedures and policies to facilitate the management of inappropriate behaviors at the Wreck Center, After School Program (ASP), and the Summer Youth Recreation Program (SYRP); the following document will be reviewed and updated annually to convey any changes that may occur.

Emergencies-Unacceptable Behavior

- A. If there is a situation at the Wreck Center which goes beyond normal control (such as fights, alcohol, or narcotics usage, etc.) use your best judgment in attempting to stop or control the activity. By no means should you put yourself in a position where you may be injured. Call the Police Department at 911 immediately and complete an Incident Report form.
- B. In the event of an armed robbery, Staff is directed to cooperate with the assailant's demands as best they can, after which time they should contact the appropriate authorities.
- C. In case of criminal acts, the Police Department should be notified immediately at 911.

Youth Programs Disciplinary Guidelines for Participants

This needs to be read and understood by Participants and their Parent/Guardian(s). If prolonged disciplinary problems continue with a participant, the Participant may be denied participation in the After School Program (ASP) or Summer Youth Recreation Program (SYRP). Staff can send home children who do not abide by the policies and procedures. If the parents cannot be reached then staff will notify the Emergency Contact(s) to have participant picked up.

- A. Minor offenses: Includes but is not limited to the following: Basic rules of courtesy, back talk, swearing, and not following directions, leaving an activity area without permission, not attending assigned activity, any other negative and/or inappropriate behavior or attitude that may occur during the course of the day.
- B. Serious offenses: Includes but is not limited to the following: Endangering another person's well-being, verbal abuse, harassment of any kind, stealing or destruction of property, fighting, pushing.
- C. Immediate expulsion for the season:

1. Possession of: firearms (real), cigarettes, lighters, matches, knives, alcohol, fireworks or any illegal substance.
2. Threats of violence to participants, staff, and/or facility.

Disciplinary Procedures

In a recreational setting there are a number of rules that must be adhered to maintain a safe environment. The following progression of disciplinary guidelines are to be used when enforcing and administering facility rules. At no time shall Wreck Center Staff use abusive or profane language. Staff will address disciplinary issues as prescribed in the table and discription below.

Time(s) of Offense	Minor Offenses	Serious Offenses
FIRST	Verbal warning	Written warning given to parents
SECOND	Time out	Immediate pickup & 1 day suspension
THIRD	Written warning given to parents	Immediate pickup & 3 day suspension/expulsion from the program for the remainder of the season
FOURTH	Immediate pickup & 1 day suspension	Immediate pickup & Expulsion from the program for the remainder of the season
FIFTH	Immediate pickup & 3 day suspension/expulsion for the remainder of the season	

Verbal Warning

Verbal Warning will be directed at the participant with an explanation of infraction and rule. This interaction will be documented on the Parks & Recreation Department Incident Report form.

Time Outs

Participants must sit out for a 10-minute period (bench time); a Parks & Recreation Department Incident Report form must be completed. If a participant refuses to do bench time, then they will be removed from the facility and notified of an automatic 3-day suspension from the facility.

Written Warnings

The Recreation Supervisor will be notified. A copy of all supporting Parks & Recreation Department Incident Report forms and a copy of this policy will be provided to the parent/guardian/emergency contact at time of pickup. Only the Recreation Supervisor or his designee can determine that a participant will be picked up immediately.

Suspension

The Recreation Supervisor will be notified. The parent/guardian/emergency contact will be notified to pick up the participant immediately. A copy of all supporting Parks & Recreation Department Incident Report forms and a copy of this policy will be provided to the parent/guardian/emergency contact at time of pickup. Only the Recreation Supervisor or his designee will determine the length of the suspension. No other Wreck Center Staff shall

suspend a participant. **The Recreation Supervisor, or acting Supervisor, will handle all suspensions.**

Refunds

No refunds will be given for suspensions and expulsions.

Summer Session exception

During the summer session, participants are scheduled for activities throughout the day. Participants unwilling to attend assigned activities will receive one verbal warning. If they fail to adhere to the schedule chosen by their parent/guardian, staff will contact parent/guardian/emergency contact to have the participant picked up immediately. Their return is based on their willingness to participate within the framework of the camp.

Punishment Parameters

There will be no cruel treatment or harsh punishment (physical or verbal abuse). Examples include, but are not limited to:

- Using physical punishment or any action administered to the body such as, but not limited to rough handling, or forcing participants to assume an uncomfortable position,
- Restraining movement by tying, enclosing in a confined space, or shaking.
- Being verbally abusive, including, but not limited to, threats, belittling remarks, humiliation, embarrassment, or frightening a participant.
- Giving any participant the authority to punish another participant.
- Placing a participant out of visual/hearing range, in the dark, or in an unventilated area.
- Punishing a participant for a toileting accident.
- Taunting a participant by or any other form of jeering.
- Giving preferential attention to any participant over another participant.