

**Otsego County Parks & Recreation Commission  
Disciplinary Action Policy**

The following is an overview of regulations that are to be followed by students who come to the Otsego County Community Center. If these rules are not observed disciplinary action will be taken ranging from verbal reprimand to suspension. The duration of suspension will vary depending on the incidents and the frequency in which such incidents are committed by student/students. All incidents will be documented by Parks and Recreation staff on duty and depending on the severity, parents and/or law enforcement may be contacted.

The Director of Otsego County Parks and recreation Department is responsible for enforcement of this policy. This policy is a guideline and the punishments are not meant to be absolute. The supervisor in charge will have discretion to determine the likelihood that an event occurred and in issuing punishment.

**Vandalism** – the willful destruction of property. Writing or graffiti is not included in this definition of vandalism.

1<sup>st</sup> Occurrence – will result in the person/persons being banned from the building and property permanently. Law enforcement may be contacted and financial restitution may be sought to cover the cost of damages.

**Threats of Violence** – any threat verbalized or displayed in written form towards a student or supervisor. Law enforcement will be notified.

1<sup>st</sup> Occurrence – banned from the building and the property permanently.

**Bullying** – threatened or actual physical harm, unwelcome physical contact, threatening or taunting, verbal, written or electronic communications, stealing or extorting money or property, obstructing student movement. Any of the above mentioned actions will result in expulsion from the building and property. Law enforcement will be notified.

Any student who feels they are being threatened by electronic communications should notify a supervisor. Law enforcement will then be contacted. Electronic communications include Internet, cell phone, telephone, personal digital assistant, or text messaging using a wireless device, instant messaging, blogs, and Face book, Twitter, Instagram or Myspace.

1<sup>st</sup> Occurrence – banned from the building and property permanently

**Fighting** – any fighting or physical altercations will result in immediate expulsion from the building and/or property. Law enforcement may be contacted depending on the severity of such incidents.

1<sup>st</sup> Occurrence – banned from the building and property for 1 year

2<sup>nd</sup> Occurrence – banned from the building and property permanently

**Gangs** – students are not permitted to associate or form a “gang” or participate in any “gang activities” at the Community Center

1<sup>st</sup> Occurrence – banned from the building and property for 1 year

2<sup>nd</sup> Occurrence – banned from the building and property permanently

**Weapons** – any student found in possession and/or use of a weapon in the building or on the property will be banned from the building and the property permanently. Law enforcement will be contacted

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**Sexual Harassment** – sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct that is sexual in nature. If any such incidents occur the student/students will be banned from the building permanently. Law enforcement will be contacted.

**Stealing** – the deliberate taking of another individual’s property and/or property belonging to the Otsego County Community Center will not be tolerated. Law enforcement may be contacted depending on the severity of such incidents. Otsego County Parks and Recreation is not responsible for the loss of an individual’s property.

- 1<sup>st</sup> Occurrence – banned for 1 year
- 2<sup>nd</sup> Occurrence – banned permanently

**False Alarms** – if a student willingly activates a fire alarm or the Automated External Defibrillator (AED).

- 1<sup>st</sup> Occurrence – banned for 2 weeks
- 2<sup>nd</sup> Occurrence – banned for 1 month
- 3<sup>rd</sup> Occurrence – banned for 1 year

**Swearing and/or Vulgar Language** – swearing or using vulgar language will not be tolerated.

- 1<sup>st</sup> Occurrence – banned for 2 weeks
- 2<sup>nd</sup> Occurrence – banned for 1 month
- 3<sup>rd</sup> Occurrence – banned for 1 year

**Smoking and/or Possession of Tobacco, Alcohol or Controlled Substance** - students found using or in possession of tobacco products, alcohol or controlled substance in the building or on the property will be suspending. Smoking and alcohol products are prohibited on Otsego County Community Center property which includes the entire block where the facility is located.

- 1<sup>st</sup> Occurrence – banned for 2 weeks
- 2<sup>nd</sup> Occurrence – banned for 1 month
- 3<sup>rd</sup> Occurrence – banned for 1 year

**Wearing Inappropriate Clothing** – The Otsego County Parks and Recreation Supervisors on duty will determine what constitutes inappropriate clothing. Students are not permitted to wear clothing that displays or advertises:

- Swearing, vulgar or profane language or pictures
- Alcoholic beverages, drugs, tobacco products or other contraband
- Gang related clothing and/or paraphernalia
- Pants, slacks, shorts or jeans that are worn sagged or low on the waist
- Low cut shirts or tops

- 1<sup>st</sup> Occurrence – banned for 2 weeks
- 2<sup>nd</sup> Occurrence – banned for 1 month
- 3<sup>rd</sup> Occurrence – banned for 1 year

**Obscenity/ Indecency** – offensive or vulgar actions displayed in written or verbal form or by gesture.

- 1<sup>st</sup> Occurrence = banned for 2 weeks
- 2<sup>nd</sup> Occurrence – banned for 1 month
- 3<sup>rd</sup> Occurrence – banned for 1 year

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**Public Displays of Affection** – actions include holding hands, kissing, arms around one another etc.

- 1<sup>st</sup> Occurrence – banned for 2 weeks
- 2<sup>nd</sup> Occurrence – banned for 1 month
- 3<sup>rd</sup> Occurrence – banned for 1 year

**Disrespectful Behavior** – swearing and/ or vulgar languages or gestures and unwelcome physical contact towards supervisors will not be tolerated.

- 1<sup>st</sup> Occurrence – banned for 2 weeks
- 2<sup>nd</sup> Occurrence – banned for 1 month
- 3<sup>rd</sup> Occurrence – banned for 1 year

**Throwing things at others** – items include but not limited to basketball, volleyballs, and snowballs. Consequences will range from verbal reprimand to suspension depending on severity of incident.

- 1<sup>st</sup> Occurrence – banned for 1 week
- 2<sup>nd</sup> Occurrence – banned for 1 month
- 3<sup>rd</sup> Occurrence – banned for 2 months

**The following actions are not permitted at any time:**

- Running upstairs or in hallways
- Feet on Furniture
- Sitting on Tables
- Writing or graffiti on tables, walls or doors
- 1<sup>st</sup> Occurrence – banned for 1 week
- 2<sup>nd</sup> Occurrence – banned for 1 month
- 3<sup>rd</sup> Occurrence – banned for 2 months

**Failure to Return Games or Equipment** – consequences for failing to return games or equipment or deliberately damaging games or equipment will range from students no longer being able to use the games or equipment to suspension depending on severity of incident.

A person banned will be given written notice of the reason along with the duration of suspension. A parent or guardian may also be given written notice.

Discipline actions may be appealed by making a written request to the Otsego County Parks and Recreation Director. These requests may be received within 10 days of student/students suspension. If a minor is involved, under the age of 18, parent(s) or legal guardian may request a conference with the Otsego County Parks and Recreation Disciplinary Committee to discuss suspension. The meeting will be scheduled within 5 days of all parties involved.

I, the undersigned parent or guardian of the minor, who is a participant in activities provided by the Otsego County Parks and Recreation Department, have read, understand and accept the Otsego County Parks and Recreation Commission Disciplinary Action Policy.

Participant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_