



# DISCIPLINE EXPECTATIONS AND DISCIPLINE POLICY



## THE BIG 3

The expected behavior of Troop 305 Scouts and adults is based on living by the Scout Oath and Law. In accordance with those principles, the troop has adopted these policies regarding behavior, and ensuing discipline when needed. Appropriate behavior can be classified into what Troop 305 has called "*THE BIG 3*" that Scouts and adults will live by during all Scouting activities:

1. **HANDS OFF:** Unless participating in a contact game, all Scouts are expected to abide by a "hands off" policy with their fellow Scouts, and adult leaders and their property
2. **RESPECT OTHERS:** All Scouts and adults are expected to show proper respect toward all adults and fellow Scouts
3. **RESPECT PROPERTY AND THE ENVIRONMENT :** All Scouts are expected to show proper respect toward any property put in their trust

We believe that if everyone involved in Troop 305 abides by "*The Big 3*," behavior issues will be nonexistent. All discussions with Scouts about proper behavior should be centered on living by the Scout Oath and Law, and "*The Big 3*." The following material all relates back to "*The Big 3*," which governs our troop.

## CODE OF CONDUCT

The following behaviors will NOT be tolerated at Troop 305 Scouting events:

- Failure to follow reasonable directives of a youth or adult leader
- Unnecessary or inappropriate physical roughness
- Threatening or intimidating another person by word or action
- Foul language that offends or degrades, as well as negative and derogatory banter
- Actions or language offensive or discriminatory with respect to race, religion, ethnicity or sexual orientation
- Behavior that displays disrespect for other persons, personal property or the environment
- Play where teasing and goofing can cause physical injury or emotional damage
- Smoking or use of tobacco products by minors, or by adults in the presence of Scouts
- Possession or use of fireworks
- Unauthorized lighting of fires
- Unauthorized use or possession of firearms, live ammunition or weapons
- Use or possession of alcoholic beverages or controlled substances (except medication of which the adult leadership has been made aware) by minors, or by adults at any Scouting activity.
- Leaving a Scouting activity without permission, straying from the group, or failure to use the Buddy System while in the out-of-doors.
- Unfair treatment of any Scout or adult, regarding discipline or any activity

This list is not exhaustive. Both youth and adult leaders must judge cases as they arise, and those under their leadership must respect their authority to make judgments. A Scout should obey any directive from an appropriate leader. If a Scout believes he has been treated unjustly by a youth or adult leader, see the section below on procedures for grievances.

## **DISCIPLINE PROCEDURE**

*The Big 3* and the Code of Conduct have been established so that everyone knows what is expected of a Troop 305 Boy Scout. In order to look out for the best interests of each Scout in the troop, procedures have also been developed for youth and adult leaders to use when a behavioral issue arises. These procedures, when followed properly, will give youth and adult leaders a way to help ensure the best experience for each Scout. At the same time, these procedures give Scouts the opportunity to change their behaviors and grow from the situation.

### **1. PROPER CHAIN OF COMMAND**

- a. The Patrol Leaders are empowered to handle disciplinary issues in their patrols. They have the authority to ask any patrol member to leave an activity and report to the Senior Patrol Leader or see an adult for a "Behavior Coaching Moment" if the member does not respect their authority;
- b. If the Patrol Leader has difficulty handling a problem or issue, he can obtain help from the Senior Patrol Leader. The Senior Patrol Leader has the authority to ask the disruptive Scout to leave an activity for a "Behavior Coaching Moment" (BCM,) to report to the Scoutmaster or adult in charge, or for repeated offenses, appear before the Disciplinary Board;
- c. If the Senior Patrol Leader has difficulty handling a problem or issue, he can obtain the help of adults to conduct a "Behavior Coaching Moment" or the Scoutmaster, Assistant Scoutmasters or adult in charge;
- d. The above steps form the beginning stages of the disciplinary process, utilizing the boy-led leadership proper chain-of-command. When possible, issues are to be dealt with at the boy level, and youth leaders have the authority to enforce expected behaviors, in accordance with this troop discipline procedure.
- e. At the same time, Troop 305 youth leaders cannot be held solely responsible for the behavior of their peers. Any adult has the right and responsibility to immediately step into any situation they consider unsafe. These situations include any behavior that puts the Scout or others at risk of injury, fighting, hazing, foul language, bullying, or sexual misconduct. These behaviors warrant immediate action including removing the Scout from the situation and must involve the Scoutmaster or adult in charge.
- f. In addition, an adult may, and should, speak with a Scout who is behaving inappropriately, even if not of the serious nature noted above. The Scout should be involved in a "BCM." If the inappropriate behavior persists, the Scoutmaster or adult in charge should be notified. Discipline problems need to be addressed during the Scout activity, if possible.

### **2. DISCIPLINARY PROCESS**

These steps are progressive in nature, giving Troop 305 Scouts every opportunity to change their behavior patterns. An adult may also deem it necessary to skip steps, depending on the seriousness of the observed behavior. Safety and fairness to all Scouts in Troop 305 is of primary concern and must always be considered over the attention given to just one Scout. The following are the Troop 305 steps in the discipline process:

- a. **Warning:** The Scout will be warned by his Patrol Leader, Senior Patrol Leader or adult leaders about his behavior and reminded of "The Big 3" rule he has violated. Every Scout deserves the chance to stop the offending behavior on his own.
- b. **"Behavior Coaching Moment":** If a warning doesn't alleviate the behavior, the Senior Patrol Leader, Patrol Leader, or an adult leader should remove the Scout (by means appropriate to the situation) from the activity temporarily for a "Behavior Coaching Moment (BCM)." These few minutes of discussion with the offending Scout and one or two adults involve specifically pointing out the inappropriate behavior and discussing alternate behaviors with the Scout, explaining how those behaviors relate to the Scout law. Once the adult believes the Scout is ready, he may rejoin the group. This is an immediate disciplinary action, and often just getting the Scout out of the situation alleviates the behavior, and adding in the "teachable moment" is a character building measure. The Scoutmaster needs to be notified of "BCMs" in case more follow up is needed (this can be after the activity or meeting). These sessions must always follow BSA two-deep leadership rules, but can involve just one adult if it is in the vicinity of the other

Scouts. If it requires removing the Scout from the situation, at least two adults must be present. See Attachment A for guidelines to facilitate a *Behavior Coaching Moment*.

- c. **Parent Contact/Scoutmaster Conference:** The Scoutmaster will contact the parents for any disciplinary action from this point forward, or if more than one *Behavior Coaching Moment* is needed for a particular behavior. It is expected that parents will take a more active role in Scouting when this occurs, and they need to follow up at home for the Scout to be held accountable for his actions. A Scoutmaster Conference with the parents, Scout and Scoutmaster may or may not be a part of this process, at the discretion of the Scoutmaster.
- d. **Suspension from the activity/meeting/trip:** If the inappropriate behavior continues, or if the seriousness of the behavior warrants, the Scout will be asked to leave the particular activity. His parents will be notified by the Scoutmaster or adult in charge, and asked to pick him up immediately. A conference will then be arranged for the Scout, his parents, the Scoutmaster, and possibly the Senior Patrol Leader or the adult(s) involved. The conference will involve pointing out the prohibited behavior, making sure the Scout understands why he was unable to participate, and a follow-up course of action and consequences, including the Scout making amends to anyone he has offended or damage he has caused. He will be allowed to participate once the conference has taken place.
- e. **Scout-Led Disciplinary Board:** If the situation doesn't improve, a Scout may be asked to appear before the Disciplinary Board. The Senior Patrol Leader (in conjunction with the Scoutmaster), or an adult (in conjunction with the Scoutmaster), has the authority to make the decision that the behavior requires convening the Disciplinary Board. This can happen with or without a Scout being suspended from an activity (item d above), and typically will involve issues relating to personality conflicts between boys, continual insubordination by a member of a Patrol, ongoing "slacking" and disrespect, or other general disciplinary issues. Issues of particularly serious or sensitive nature will be dealt with by the adult leadership, rather than the Disciplinary Board (see f below). The purpose of the Disciplinary Board is to investigate the situation and issue a specific course of action to ensure an environment conducive to the principles of scouting. The meeting will take place outside of normal troop activities. The Scout will be allowed to state his side of the case, as will the leader who recommended Disciplinary Board action. Administration of Disciplinary Board decisions shall be carried out by the appointed leader of the Disciplinary Board, in conjunction with the Senior Patrol Leader and the Scoutmaster. See Attachment B for Disciplinary Board procedures.
- f. **Formal meeting with the Scoutmaster and Committee Chairman:** An official meeting with the Scout, parents, Scoutmaster and Committee Chairman is called for if all other disciplinary procedures have failed or called immediately for serious behavioral issues such as threats, hazing, sexual misconduct, continual disrespect of adults, use of drugs or alcohol, or actions of a confidential nature. These actions must skip the Scout-led Disciplinary Board and go directly to adults. An individual behavior plan will be formalized, and the Scout and his parents will be made aware that infractions of this plan risk dismissal from the troop.
- g. **Dismissal from the Troop:** The Committee Chairman, in conjunction with the Scoutmaster, may convene the Troop Committee for the purpose of determining whether a Scout be required to leave the troop. The Troop leaders will do everything possible to keep a boy in Scouting, but the good of the entire troop must also be considered, and this option must be available in certain unusual circumstances. The Scout and his parents will be asked to attend the meeting, and will be given the opportunity to speak. A majority vote of the Committee will be required to ask a Scout to leave Troop 305. A finding for dismissal is considered irrevocable. In this respect, we are not prohibiting the youth from participation in Boy Scouting, merely from participating in Troop 305. The troop will supply a list of other troop contacts and will transfer all personal records.

## **CONSEQUENCES OF INAPPROPRIATE BEHAVIOUR**

Throughout the disciplinary process a Scout will first be asked to stop the offending behavior. In most cases, once a Scout is aware that the behavior will not be tolerated, it will naturally stop. Following that, the time a Scout spends in discussion with adults about the offense is often consequence enough to get him to stop the behavior. The purpose of the disciplinary process is character building, and it is hoped that through interaction with an adult role model, a Scout will change his behavior. The next step, involves the parents in the process. They are expected to help the Scout understand that these behaviors will not be tolerated. If the offending behavior goes to the point of Scoutmaster Conference, Disciplinary Board, or formal meetings with the Scoutmaster/Committee Chairman, further consequences may be deemed necessary.

These may include, but are not limited to:

- a. Verbal apology to a Scout, a leader, a patrol or the troop
- b. Written apology
- c. Repair or replace anything damaged
- d. Required parent attendance at functions, meetings or trips
- e. Loss of privileges or other activities (i.e., ability to "sign out" of camp to go fishing)
- f. Suspension from meetings, activities or trips – for a specified period of time
- g. Service project time to the troop, without receiving credit
- h. Suspension of leadership position – for a specified period of time
- i. Scoutmaster may determine that the behavior is not consistent with Scout Spirit and may not sign off that advancement requirement for a specified period of time. If the behavior merits taking the issue beyond the Troop Committee level (to District, Council or seeking legal counsel), the Troop Committee must be involved and approve of the action. At no time may consequences for behavior include corporal punishment, withholding of food, or demand of physical activity (push-ups). Consequences are meant to improve and encourage appropriate behavior, not be a punishment.

## **UNFAIR TREATMENT OF A SCOUT**

If a Scout believes he has been treated unfairly by either an adult or a youth leader, he needs to go to the Scoutmaster or the Committee Chairman with his allegations as soon as possible. The purpose of this behavior policy is for fairness for all Scouts, and we realize that a leader could unintentionally or intentionally be involved in a situation of unfairness to a particular Scout. These situations will be handled individually if the situation occurs, involving the Troop Committee as necessary.

If the Scout does not find satisfaction with the Scoutmaster or the Committee Chairman, he can request an *Unfair Treatment of a Scout Review Board* to listen and provide advice to the Troop Committee on the situation. This *Review Board* will be shall be convened to advise the Committee on further action needed. It shall consist of:

1. Senior Patrol Leader
2. An adult who is not the Scoutmaster nor an Assistant Scoutmaster, chosen by the Scoutmaster
3. An adult who is part of the Troop who is not the parent of the Scout, chosen by the Scout. This group will advise the Committee, which will be the final arbitrator of the issue and will determine what course of action is appropriate.

## **CHANGES TO THIS POLICY**

Because of the seriousness of this Troop 305 Behavior and Discipline Policy, any changes/updates to it must be approved by the Troop Committee.

## ATTACHMENT A: GUIDELINES FOR A “BEHAVIOR COACHING MOMENT”

- The Senior Patrol Leader, a Patrol Leader, or any adult may pull a Scout out of an activity for a short time for a “*Behavior Coaching Moment*” BCM. Adults must be looking out for inappropriate situations at all meetings and troop activities in order for this element in the discipline process to be effective.
- These are for immediate behavior modifications and typically involve anger, disrespect issues, physical roughness, or foul language – but the procedure can be used anytime a Scout isn’t following “*The Big 3*” in any way.
- The purpose of a BCM is to get the Scout out of the situation, in fairness to the other Scouts who are behaving correctly, to stop the offending behavior, and to teach/counsel the Scout on appropriate behaviors to keep it from happening in the future.
- The session is facilitated only by adults, and must follow the BSA two-deep leadership rules. If only 1 adult is doing the counseling, it must be in plain sight of the rest of the troop. If it is serious enough to remove the Scout from the vicinity, two adults must be involved. This is to protect both the adults as well as the Scout, as mandated per YPT.
- Any registered adult may conduct a “*Behavior Coaching Moment*.” However, the SPL and Scoutmaster will have a list of adults comfortable in this role, who can be called upon at any time.
- “*Behavior Coaching Moments*” shall be conducted with the following guidelines in mind:
  1. Talk privately with the Scout at the first occurrence of a problem. This step is very important in laying the groundwork for dealing with difficult behaviors should they occur later. Gently, and with caring, ask the Scout to describe the situation as he sees it.
  2. Carefully point out the inappropriateness of this behavior, how it violates “*The Big 3*” and the Scout Oath and Law. Discuss what is considered acceptable behavior in that situation.
  3. Develop a list of alternatives on which you both agree. Provide clear alternative behavior rather than just point out the inappropriate behavior. Coaching is not a lecture – it is a give and take discussion with the major goal to build character and appropriate decision-making.
  4. Offer encouragement and concern to the Scout. Point out his strong points and successes.
  5. There may be hidden issues. Often there are underlying personal or medical issues that affect a behavior. When a boy is angry and directs it toward you or others, he may be reacting to something else in his life. Try to understand what these underlying issues might be.
  6. Stay calm. Don’t take adolescent issues personally and as a result become angry yourself. If you feel this happening, it is time to turn the matter over to another adult leader. One of the strongest ways to shape positive behavior is for you to show, not just tell, Scouts how to behave in difficult situations.
  7. If further discussion is necessary, schedule a meeting within a short period of time. Let the Scout know that you are available to discuss his concerns – or that the Scoutmaster may want to get involved.
  8. Part of the value of these short but powerful meetings is that you are helping the Scout recognize and work toward solving a problem he has. This is a powerful character building opportunity. Informally encourage the Scout, recognizing his attempts to change. When changes occur, point out their positive effects. You are influencing the life of a boy.
- Typically there is nothing put in writing about these sessions, and the parents are not informed, unless multiple sessions occur. They are immediate, quick, and hopefully will begin to mold character, one Scout at a time, and help alleviate discipline issues within the troop in the long-run.
- The Scoutmaster should be informed of any “BCMs” so he can informally track behavior challenges with Scouts, determine when to take it to the next level, and for use in Scoutmaster Conferences. The person conducting the session can relate the info in person after the event, by phone or email.

## ATTACHMENT B: DISCIPLINARY BOARD REGULATIONS AND PROCEDURES

1. Every year, at the time of preparing the Annual Plan for the Troop, the Scoutmaster and Assistant Scoutmasters will appoint a group of Scouts to sit for a 1 year term on the Disciplinary Board. Their term will be September 1 through August 31. These Scouts will have shown maturity, compassion, clear thinking, and a fair attitude, not necessarily just leadership abilities. They will represent all ages. In addition, the current Senior Patrol Leader will always sit on the Disciplinary Board. The group will select a leader/spokesperson who will facilitate the proceedings, and report back to the troop. The group will select a Scribe who will keep a book of official proceedings. The Scoutmaster, or his appointed designee, will oversee the Board. No family members may sit on the Board of an accused Scout, nor may a family member be the adult in charge.
2. A Scout will be required to appear before the Disciplinary Board for a variety of behaviors, after warnings and *"Behavior Coaching Moments"* have not improved behavior. Serious allegations including threats or confidential issues are not to be handled by the Disciplinary Board, but will be dealt with by the adult leadership.
3. The Senior Patrol Leader or any registered adult may recommend a Disciplinary Board session – and it must be approved by the Scoutmaster.
4. The Board will convene at the PUMC outside of regular scout activities. The Scout and his parents will be asked to attend, as will the individual who recommended the Scout be brought before the Board. Scouts or adults who are being asked to speak on behalf of either the Scout or the person who recommended he be brought before the Board may attend all or part of the session. Specifics of the Disciplinary Board meeting are to be treated with confidence, but the meetings are not secret.
5. The Disciplinary Board meeting will open with a recitation of the Scout Oath and the Scout Law, led by the leader of the Board.
6. The leader will then open with this statement: *"The Troop 305 Disciplinary Board has been called into session today to discuss the behavior of \_\_\_\_\_ (Scout name). We on this Board understand the responsibility we have to treat our fellow Scout with respect and dignity, and we admire his courage to come before us today. Troop 305 believes in the uniqueness and individuality of every Scout, yet at the same time, we must look out for the entire troop, and we all must act in accordance with the Scout Oath and Law we just recited, and follow "The Big 3" rules we have established. We will treat specific conversations in this meeting with confidence, we will be fair, we will not ridicule or point fingers but will stick to the facts, and we will act in the best interests of Troop 305 and \_\_\_\_\_ (name)."*
7. The offending Scout will be asked to explain why he was brought here. He can call upon others to speak on his behalf, if the situation warrants.
8. The adult or Senior Patrol Leader who recommended the Scout meet with the Disciplinary Board will discuss the Scout's actions which led to this. He may call upon others to speak on his behalf, if the situation warrants.
9. The Scout and/or his family will be allowed a rebuttal.
10. Members of the Disciplinary Board will be allowed to ask questions of either party. The Scoutmaster (or his designee) is not to ask questions, but may answer them if he has knowledge, was directly involved in the situation, or if his opinion or a Scout regulation clarification is needed.
11. The Scout and his family will be asked to leave the room while the Disciplinary Board members deliberate. This is not a "court" and there isn't a verdict. Rather, the Board is to decide if the Scout should receive some form of consequence or plan of action. Possible consequences are a part of the official Troop 305 Behavior Expectations and Discipline Policy. They may recommend a specified period of "probation." If the Scout has shown remorse and promised in his statements that this behavior will be curtailed, that may suffice. The Board may also decide that the Scout was unjustly treated and recommend no course of action be taken.
12. The Scoutmaster (or his designee) will be present for the deliberations, but only as a counselor if needed. Once the decision is made, he does have to approve it, or has the opportunity to amend it. If the Board will not accept this, the decision will need to be delayed until another meeting is called with other adults. Disciplinary Board decisions must be unanimous.
13. The Scout and his family will be called back into the meeting and told of the decision. It will be followed up in writing with a letter signed by the leader of the Disciplinary Board, the Scoutmaster, the Scout, and his parents – with all follow-up clearly outlined. This letter will be put together by the Scoutmaster.



14. If the Scout does not accept the decision of the Disciplinary Board, he may go to the Committee Chairman, for a review at the Committee level. The Committee Chairman and the Scoutmaster will decide whether the Scout is allowed at troop functions in the interim.
15. Once all parties have signed the official proceedings, the leader of the Disciplinary Board will make a report at the next troop meeting. He will discuss the violation, the decision and any action/follow –up the Disciplinary Board assigned. This is to prevent any rumors or misunderstandings – not in any way to embarrass the Scout.
16. The Scribe will type notes and place them, along with all official correspondence, in the Disciplinary Board record book.
17. The Disciplinary Board leader is to follow up on any recommended actions of the Board, in conjunction with the Senior Patrol Leader and the Scoutmaster.
18. The Scoutmaster will make a report of the Disciplinary Board findings at the next Committee Meeting.