



# Jayhawk Area Council National Youth Leadership Training

## At Falley Scout Reservation

### Jayhawk Area Council - NYLT Disciplinary Action Guide

The NYLT discipline policy and procedures are designed to provide a structured corrective action process to improve the learning environment and prevent undesirable behaviors from staff or participants.

Outlined below are the steps of NYLT's discipline policy and procedures. NYLT leadership reserves the right to combine or skip steps depending on the severity of each situation and the nature of the offense. Some of the factors that will be considered when implementing the disciplinary action guide are:

- Does the behavior violate the Scout Oath or Law?
- Does the behavior violate the NYLT Code of Conduct or the Scouting America Scouter Code of Conduct?
- Does the behavior negatively impact fellow Scouts or adult leaders?

### Procedure

#### Step 0: Bringing Attention to an Active or Potential Issue

Any Staff member or Participant has the right and responsibility to report any actions or behaviors that do not align with the Code of Conduct or the Scout Oath and Law. Verbal reports may be received by any Staff member in which the Scout feels comfortable reporting the infraction. It then becomes the responsibility of the staff member receiving the report to move the report up the chain of command. NYLT Staff are expected to bring up any issues, ongoing or resolved, at the nightly staff meeting, or in more serious situations, directly to the Adult Staff key 3 (Course Director and (Male and Female) Scoutmasters).

The Scoutmasters and Course Director are to be kept in the know of all ongoing, resolved, and signs of future infractions of policy regardless of whether adult involvement is/was required or not.

#### Step 1: First Verbal Warning

Step one creates an opportunity for the Adult Staff (\*see reference note at end of document) members or Senior Patrol Leader (SPL) to bring attention to the Scout the existing conduct issue. An Adult Staff member (and an SPL in some cases) will discuss with the Participant or Patrol Guide the nature of the problem or the violation of the code of



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conduct. The Adult Staff member or SPL is expected to clearly describe the expectations and steps the participant or patrol guide must take to correct their behavior and resolve the problem before any more steps are taken. The Scout will be given a chance to correct their behavior before any more steps are implemented.

#### **Step 2: Second Verbal Warning**

If behavior or violation of the Code of Conduct is continued despite the first verbal warning, an Adult Staff member (and SPL in some cases) will issue a second verbal warning. This warning will include a more formal pulling aside of the Scout, and they will sit out of activities with their patrol to discuss their behavior in more depth. The Adult Staff members or SPL will outline the consequences for the Scout of their continued failure to meet conduct expectations.

The Scout involved may also be asked to fill out a “Contract between <Insert Name> and Scouting” during this step. This will involve the Scout setting an agreement with themselves to improve upon their behavior. This must be approved by an SPL and Scoutmaster or Course Director within 24 hours and followed up on throughout the course.

#### **Step 3: Parent Contact**

Step three will be a last warning for a Scout about their behavior being unacceptable for the course. If necessary due to continued violation of the Scout Oath, Scout Law, and Code of Conduct, the Scout will be informed that their parents will be contacted. An Adult Staff member will reach out to Parents by email and then contacted by phone. The email will include the written documentation of the second verbal warning as well as new documentation of the continued behavior and information relevant to the incidents. This will give parents the chance to prepare for the possibility of step four.

#### **Step 4: Expulsion from the Course**

The last and most serious step in the discipline process is a non-refundable expulsion from the course. Generally, NYLT staff will try to keep Scouts for the full course, providing multiple smaller corrections if possible before moving into the official disciplinary warning process. However, conduct that is extreme, repeated, is a threat to a person’s safety, or overall harmful, the most effective action will be removal of the Scout from the course prior to its completion.



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## Conduct Issues Not Subject to This Disciplinary Policy

Behavior that is illegal or directly violates the Scouting America Code of Conduct such as theft, substance abuse, intoxication, bullying, hazing, harassment, discrimination, and other acts of violence will not be subject to this disciplinary policy and will result in immediate expulsion from the course. If necessary, behaviors will also be reported to local law enforcement authorities according to Scouting America policy.

## Documentation

*“When incidents do occur, we expect a timely, clear, and complete incident report. We are committed to learning from the data and modifying program guidance for the prevention of future occurrences.” – Guide to Safe Scouting, Scouting Safely*

For Scouting America membership infractions, the Scouting America reporting procedures will take precedence over course specific documentation.

A Scout's Parent or Guardian will be provided with copies of all discipline documentation that has been made. Documentation of discipline will be made within 24 hours of the incident and include neutral language describing both the incident(s) that occurred, and the disciplinary action taken. Documentation of disciplinary action will follow the Guide to Safe Scouting Incident Report guidelines and be approved with the signature of an SPL or Adult Staff member before being accepted.

\*Note: an Adult Staff member is defined as a Staff member over the age of 21 at the time of the NYLT Course.