

## Shawnee County 4-H Youth Development Program Discipline Policy

### Purpose

The purpose of the Shawnee County 4-H Youth Development Program Discipline Policy is to provide 4-Hers, volunteers, guests and parents notice of consequences of inappropriate conduct, and to provide Extension staff members assistance with guidance in dealing with misconduct at 4-H activities and events.

### Definitions

A. Major Misconduct.

The following offenses are designated as major offenses:

- Unauthorized possession or use of illegal or prescription drugs or alcoholic beverages;
- Theft, misuse, or abuse of public or personal property;
- Sexual misconduct;
- Sexual harassment;
- Discrimination;
- Unauthorized possession of firearms, other weapons or fireworks;
- Unauthorized use of vehicle during the event;
- Unauthorized absence from premises of the event; or,
- Physical assault.

B. Minor Misconduct

The following offenses are designated as minor misconduct:

- Breaking curfew or disturbing the peace;
- Harassment (non-sexual);
- Unexcused absence from the activities or designated areas of the event;
- Use of abusive language; or,
- Other violations of 4-H Code of Conduct or event rules.

H. Realizing these guidelines are not “all inclusive,” the right to make adjustments to the misconduct definitions set forth in paragraphs A and B is reserved to 4-H event manager(s), Shawnee County 4-H staff, the Shawnee County 4-H Program Development Committee, and/or Shawnee County Extension Council.

### Procedures

In the event of an alleged violation of the major or minor misconduct as set forth above, the 4-H event manager shall:

1. Obtain all the relevant facts.
2. Review the consequences of misconduct with the 4-Her, parent, guest or volunteer with an adult volunteer observer present.
3. Brief the on-site adult (Extension staff member or 4-H volunteer/leader) responsible for the 4-Her, volunteer or guest.

4. Brief the Shawnee County 4-H Youth Development Agent and the Shawnee County Extension Director.
5. Parental contact:
  - a. If a 4-Her, volunteer, parent or guest is found to have committed a major offense, the event manager will contact the parent(s)/guardian(s) (if applicable), and the 4-Her, volunteer or guest will be sent home immediately at their own expense or the expense of the parent/guardian.
  - b. If a 4-Her, volunteer, parent or guest is found to have committed a minor offense, the event manager may contact the parent(s)/guardian(s) (if applicable), and the 4-Her, parent, volunteer or guest may be sent home at their expense or the expense of the parent/guardian.
  - c. The event manager is permitted, at his/her discretion, to permit the 4-Her, parent, volunteer or guest to remain at the event if there are extenuating circumstances.
6. The following steps will be followed when sending a 4-Her, parent, volunteer or guest home:
  - a. Contact parent(s)/guardian(s) (if applicable).
  - b. Determine if parent(s)/guardian(s) (if applicable) should be given the option of picking up the child.
  - c. Advise parent(s)/guardian(s) (if applicable) that the 4-Her, volunteer or guest is being sent home by safest, most direct means, and that parent(s)/guardian(s) are responsible for the cost.
  - d. County Extension staff member collects money from parent(s)/guardian(s) (if applicable) to pay transportation charges.
7.
  - a. In the event that a 4-Her, volunteer or guest is sent home for any reason, a written report of the events leading to such discipline will be completed within 72 hours of the decision to send the individual home, and copies of the report will be submitted to: 4-Her, volunteer, parent or guest; his/her parents/guardians; Shawnee County 4-H Youth Development Agent and Shawnee County Extension Director. The letter may include recommendations for additional discipline.
8. In the event that a 4-Her, parent, volunteer or guest is disciplined in any manner other than being sent home, a written report of the events leading to such discipline may be completed and submitted to the Shawnee County 4-H Youth Development Agent, the Shawnee County Extension Director, 4-Her, parent, volunteer or guest, and their parent(s)/guardian(s) (if applicable), at the discretion of the 4-H event manager. Any such report shall be completed within 72 hours of the discipline.
9. A parent, guardian, 4-Her, volunteer or guest, may request that a written report be prepared relating to any disciplinary action taken. Any report requested in this manner shall be completed within 72 hours of the request
10. In the event that conduct is in violation of a federal, state or local law, a report shall be filed with local law enforcement and a copy will be forwarded to the Shawnee County 4-H Youth Development Agent and Shawnee County Extension Director.

#### **Shawnee County 4-H Youth Development Program Discipline Policy Review Board**

Any 4-Her, parent, volunteer or guest who is in disagreement with the decision of the 4-H event manager, which arises out of misconduct by the 4-Her, volunteer or guest, may request a Shawnee County 4-H Youth Development Program Discipline Policy Review Board (referred to as Review Board). The 4-H event manager may, at their own discretion, convene a Review Board for the purpose of providing guidance and assistance in determining whether or not

misconduct has occurred and what disciplinary action should be taken.

The Review Board shall consist of the Shawnee County 4-H Youth Development Agent, or representative designated by the 4-H Program Development Committee, as well as three (3) adult volunteer leaders and three (3) 4-H youth members (all youth members must be at least 13 years of age as of January 1 of the current year and enrolled as members of Shawnee County 4-H) to be chosen from a participant pool. By October 1 of each year, each Shawnee County 4-H club will be responsible for submitting to the 4-H office the names of at least two (2) adult volunteers and two (2) 4-H members affiliated with their club. These names will be included in a pool of participants, from which the Review Board members will be chosen as needed. No adult volunteer or youth member may serve on a Review Board more than one time unless all participants in the pool have served at least one time. When all submitted names have been used once, all names will be placed back in the pool. The Shawnee County 4-H Youth Development Agent, or representative designated by the 4-H Program Development Committee, will serve as the chair of the Review Board.

Disciplinary action should only be discussed with members of the Review Board, the 4-Her, parent, volunteer or guest involved, and their parent(s)/guardian(s) (if applicable).

All efforts should be made when convening a Review Board to ensure that none of the members of the Review Board are related to the 4-Her, volunteer, parent or guest involved.

Upon being convened, the Review Board chair will:

1. Inform the Review Board and those involved of the purpose for which the Review Board was called;
2. Direct everyone participating in the process to treat the matter as confidential;
3. Appoint a recorder to document the Review Board proceedings and the discussion of the Review Board following the proceedings;
4. Advise members of the misconduct;
5. Provide opportunity for each person involved to present his/her recollection of the events and allow for additional individuals to be included in the process as needed;
6. Permit Review Board members to ask questions and request additional information; and,
7. Insure that persons not essential are excluded from the hearing (witnesses may only be present in the hearing room during their own testimony).

When all parties have provided their recollection of the events and the Review Board has no further questions, the Review Board will work together to determine whether the 4-Her, parent, volunteer or guest is in violation of the Code of Conduct and whether the disciplinary action is appropriate or what disciplinary action should be taken. The decision of the Review Board does not have to be unanimous, but must represent a simple majority vote.

Once a determination has been reached through discussion and vote, the Review Board chair and one member of the Review Board will present the findings and the disciplinary action to be taken, to the 4-Her, volunteer, parent or guest accused, and their parent(s)/guardian(s) (if applicable). Additionally, the chair shall discuss the appeal procedures with the accused 4-Her, volunteer, parent or guest, and their parent(s)/guardian(s) (if applicable).

Following the review process, the Review Board Chair will make a written record of the events that occurred, including those events prior to the proceedings, the proceedings, and the

disciplinary action recommended. The record should be kept on file with the event information and a copy sent to the Shawnee County Extension Director.

**Shawnee County 4-H Youth Development Program Discipline Policy Appeal Procedures**

If a 4-Her, parent, volunteer or guest subject to the decision of the Review Board wishes to appeal the decision of the Review Board, he/she must appeal in writing through the Shawnee County Extension Office to the Shawnee County Extension Director. Appeals must be filed within 15 days following notification of punishment.

As necessary, the Shawnee County Extension Director shall appoint a Shawnee County 4-H Youth Development Program Discipline Policy Appeal Board (referred to as Appeal Board) to meet no sooner than 15 days following the date of the 4-Her, volunteer, parent or guest's request. The appeal board shall be the Shawnee County Executive Board.

\* If any of the above listed individuals were previously involved with the Review Board, are related to individuals involved in the incident or unable to serve for any reason, then appropriate substitutes should be appointed by the Shawnee County Executive Board Chair to serve in their place.

The appeals board shall follow the procedures as outlined in the Shawnee County 4-H Youth Development Program Discipline Policy Review Board

Decisions of the Appeal Board are final.

*MEMBERS, PARENTS, VOLUNTEERS, and GUESTS: I have read the Shawnee County 4-H Youth Development Program Discipline Policy above, and I understand and agree to abide by these expectations. I realize my failure to do so could result in a loss of privileges during events and/or in the future.*

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*Participant Signature* *Date*

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*Parent/Guardian Signature* *Date*

Approved by the Shawnee County Extension Council Executive Board  
09/08/09