

BSA Troop 321 Conduct and Discipline Policy

All Scouts and Scouters of Troop 321 are always expected to exhibit “Scout Spirit”, which is defined as the daily living of the Scout Oath and Scout Law. Scouting should be fun and challenging, while at the same time providing a safe and supportive environment.

The "Spirit of Scouting" dictates high expectations for the behavior of all Scouts in Troop 321. All Troop members are required to abide by the rules and guidelines set forth here and are expected to show appropriate self-control and self-discipline at all times. Failure to comply with this policy may jeopardize the Scout's rank advancement sign-off for “Scout Spirit”.

Code of Conduct

The following rules of conduct have been adopted for purposes of health, safety and behavioral conduct:

1. Failure to follow reasonable directives from an adult or junior leader is unacceptable.
2. Unruly, loud, disrespectful or disobedient behavior will not be tolerated. The Scoutmaster or leader in charge is responsible for each boy's safety and must be obeyed to the fullest extent.
3. When the “Scout sign” goes up, everyone must be quiet. This is true not only at our Troop meetings, but also at every Scout event. Failure to stop talking when the sign is raised cuts into time allocated for our Troop activities.
4. Swearing or use of offensive or use of unfit language is unacceptable.
5. No fires or open flames of any kind are permitted inside tents. This means no lit candles, matches, stoves, heaters, lanterns or open flames of any type are allowed in tents. Only appropriately used chemical light sticks or battery operated lanterns or flashlights are permitted inside tents.
6. Fire safety rules will be enforced at all times. Scouts must not play in the fire or wave burning/smoldering sticks in the air. Scouts may be allowed to have matches as part of their “10 essentials”, but, under normal circumstances, they may only be used under adult supervision.
7. No Scout may carry or use a knife, until he has had the proper training and is in possession of a valid "Tote 'N Chip" card. No knives should be brought by Scouts to Troop meetings held at school facilities.
8. Sheath knives and knives with blades of more than four (4) inches may not be carried. Any knife deemed unacceptable will be confiscated and will be returned to the Scout's parent at the conclusion of the Scout activity.

9. Lights out must be respected. Be considerate of your neighbors.
10. Respect other people's property. No one may borrow any person's or the Troop's equipment or property without prior consent. Practical jokes, such as hiding someone else's gear, sabotaging tents, stuffing a sleeping bag with leaves, etc. have no place in this Troop, and will not be tolerated.
11. Use of any alcohol or other controlled substances by Scouts is prohibited (except for medication the adult leadership is appropriately made aware of).
12. Use of any tobacco products by Scouts is prohibited. Adults may use tobacco products with discretion in designated areas per BSA Policy.
13. Cellular phones, CD players, iPod's, portable televisions, radios, portable games, etc. are prohibited from use during Scout activities. Cellular phones must not be used (e.g., phone calls, texting, internet use, etc.) during Scout activities, except in the event of an emergency or with the permission of the Scoutmaster or other supervising adult. Items, such as personal CD players, iPod's and radios, with headphones, may be allowed during prolonged travels to and/or from a Scouting event, but requires prior approval of the driver and Scoutmaster.
14. Firearms, rockets, fire crackers, fireworks, ammunition, black powder, sling shots, bows and arrows, paint ball guns or any other weapons are prohibited. Exceptions may be made only for use at such activities as Troop-approved rocket, archery and rifle ranges.
15. Caffeinated, carbonated, "energy" and coffee drinks are prohibited for Scouts on Troop campouts. Exceptions may only be made by the Scoutmaster.
16. Food, candy, snacks and soft drinks are not allowed in tents.
17. Horseplay or inappropriate physical roughness will not be tolerated. Never restrain another Scout. Shoving, punching, kicking or stick fighting is prohibited.
18. Throwing of rocks or other dangerous or injury threatening objects is prohibited.
19. Respect other people's feelings. Threatening or intimidating another person by words or actions is prohibited. No hazing, "put-downs", ridiculing, hurtful comments, name-calling or jokes at other people's expense is allowed. Use nicknames only if the Scout does not object.
20. No Scout may leave an activity and/or designated area without the Scoutmaster's or an Assistant Scoutmaster's express permission to do so.

21. Never venture off alone. The "buddy system" must be used at all times to provide support and safety. Scouts are required to have another person or buddy with them when swimming, meeting with a Merit Badge Counselor and during other Scout specified activities. The two-deep leadership concept must always be followed by all adults.
22. The intentional destruction of or damage to natural or man-made areas, as well as to personal or troop property is forbidden.
23. Lying. This type of behavior is inconsistent with the goals and ideals of Scouting and will not be tolerated.
24. No fighting is allowed.
25. The Scoutmaster (with advice and counsel from his Assistant Scoutmasters) reserves the right to determine other forms of unacceptable behavior as they occur.
26. When in doubt, let the Scout Oath and Scout Law be your guide.

Adult Behavior

All adults working with the Troop are expected to conduct themselves according to the Scout Oath and Law, in a courteous and professional manner. Adults are expected to lead by example and not be disruptive or distracting during Troop meetings or activities.

Adults must be ever-mindful that Boy Scouts is a boy-run, adult-supervised organization. Corporal punishment is prohibited. No adult may ever knowingly strike or inappropriately touch a Scout.

Adult behavior problems will be dealt with by the Troop Committee Chairman in consultation with the Troop Committee in a professional and timely manner.

Discipline Policy

There are times when it is necessary to discipline a Scout for not abiding by the Scout Oath, Law or the Troop's Code of Conduct. Discipline and conduct must be treated as an individual matter, realizing the best discipline is preventive in nature rather than regulatory and restrictive. The Scoutmaster will ultimately be responsible for the proper behavior of Scouts and, therefore, will be expected to enforce a fair and consistent disciplinary plan.

Fortunately, serious problems rarely arise due to the outstanding character of our Scouts and adults. When there are problems, cooperation among Scouts, the Scoutmaster and parents often turn problems into opportunities for growth and character development.

How Scouts are disciplined, by whom, when, and where are important issues that must be clearly established and communicated to all Scouts, parents and leaders. Scouts have a "right" to know what the consequences are if they break the rules. Scouts have the "right" to expect the Troop to discipline Scouts who disrupt Troop programs and activities or threaten the safety or well-being of others.

Any and all records of discipline pertaining to individual Scouts must be maintained by the Scoutmaster and passed along to succeeding Scoutmasters as long as the offending Scout is affiliated with the Troop. Access to these records must be limited to only those with a "need to know" as determined by the Scoutmaster and the Committee Chair. At the point when the offending Scout either leaves the Troop or becomes an adult (i.e., 18 years old), all disciplinary records pertaining to that Scout must be destroyed immediately.

It is the responsibility of the Scoutmaster, or the adult leader(s) in charge, to supervise the discipline of the Scouts and advise the Senior Patrol Leader of any violations of the Code of Conduct or other unacceptable behavior.

Adults always have the right and responsibility to immediately intervene in any situation they consider unsafe. These situations include, but are not limited to: fighting, hazing, foul language, bullying, sexual misconduct or inappropriate behavior.

The physical presence of an adult leader is necessary in order to monitor the behavior of all Scouts. The adult leader must then decide what course of action is necessary to improve a situation. Discipline sessions are to be conducted off to the side, but in full view of Scouts or adults, and never in private behind closed doors, unless other adults are in attendance. BSA Youth Protection Guidelines must be followed at all times.

The following consequences and activities are prohibited in the Troop as discipline:

Hazing - This includes, but is not limited to: shouting, cursing, ridiculing, name-calling, hazing activities or any other demeaning activity.

Physical Activity - Physical activity such as push-ups, sit-ups, or running may not be used as a consequence.

Kitchen Patrol – Additional kitchen duties cannot be used as a consequence.

Physical/Emotional Discipline – Physical/emotional discipline is prohibited.

Disciplinary Action Plan

The primary first line of discipline is to clearly communicate Troop expectations with regard to Scout behavior. When discipline problems occur that require more than a friendly reminder from a Scout's peers or supervising adults, the following steps must be taken.

1st Offense – Verbal Warning – The Offending Scout Asked to Please Stop

- The Patrol Leader/SPL/ASPL will have a conference with the offending Scout, and attempt to solve the conduct issue. Resolving the conflict by coaching, issuing a verbal warning and taking immediate action is the preferred first action.

2nd Offense – Removal from the Scout Activity and Talked to by SPL/ASPL/PL

- If the problem(s) continue, and the offending Scout has been asked to comply once more by an adult or junior leader, he will be removed from the Scout activity and have the SPL/ASPL discuss the behavior issue and resolution. This should take no more than five minutes. Coaching and a second “verbal warning” must be issued.

3rd Offense – Removal from the Scout Activity and Talked to by Scoutmaster or Assistant Scoutmaster

- If the problem(s) continue, the offending Scout will again be removed from the Scout activity and brought to the SPL. The Scoutmaster or Assistant Scoutmaster must be notified of the behavior issue.
- A “time-out” will be used to take the offending Scout away from the activity. Time-outs should be given in five-minute intervals with additional time added if the negative behavior continues. The Scoutmaster or an Assistant Scoutmaster must be notified if a time-out in excess of ten minutes is given. In order for time to be credited towards the time-out, the offending Scout must, at the discretion of the Scoutmaster or Assistant Scoutmaster, do the time-out quietly and under control.
- To be able to return to the Scout activity, the offending Scout must demonstrate the correct tying of “Scout Skills” knots.
- The Scoutmaster, Assistant Scoutmaster/Patrol Advisor, or other designated adult must specifically ask the offending Scout to stop the inappropriate behavior. The offending Scout must understand the nature of the offense, and the expected proper behavior. The offending Scout must be issued a warning by the SPL/SM/ASM/PA in the form of a counseling session.
- A record of the warnings must be made and filed with the Scoutmaster.

1st Strike – If Three (3) Offenses Occur Within a 3-Month Period:

- A written warning must be issued to the offending Scout and his parents
- A meeting must be conducted with the offending Scout and the Senior Patrol Leader, Scoutmaster/Assistant Scoutmaster and Patrol Advisor. The written warning must be issued stating what section(s) of the Code of Conduct was violated and the reason why this consequence was issued. The written warning must be filed with the Scoutmaster.
- Removal from Scout Activity - If the violation is more severe, or if the offending Scout's actions are continually distracting or disruptive to the operation of the Troop, or are beyond the control of the junior leaders or Scoutmaster, the Scout will be asked to leave the Scout activity. If a parent cannot be contacted, the Scout will sit out the Scout activities under supervision until such time as the parents can be contacted and the Scout sent home.
- Consequence: Suspend any pending Scoutmaster Conference until the Scoutmaster deems the offending Scout ready and, in consultation with the First Assistant Scoutmaster and the Committee Chair, withhold rank advancement, due to failure of meet the "demonstrates Scout Spirit" requirement. The offending Scout will not be eligible for a junior leadership position during this period.

2nd Strike – If An Additional Three (3) Offenses Occur Within a Three (3)-Month Period:

NOTE: The following incidents will precipitate a "2nd Strike":

- Fights where another is injured
 - Any abuse allegations of a Scout by a Scout
 - Stealing
 - Controlled substance use or possession
 - Deliberate destruction of Scout, Troop, personal or private property
 - Any other significant incident(s), as determined by the Scoutmaster
- A written warning must be issued to the offending Scout and his parents
 - A meeting must be conducted with the offending Scout, the Senior Patrol Leader, Scoutmaster/Assistant Scoutmaster and Patrol Advisor. If a second incident occurs within three months of the first written warning, then the offending Scout will have a meeting with the Senior Patrol Leader and Scoutmaster/Assistant Scoutmaster, and be "written-up" a second time. The written statement will be issued, describing what section(s) of the Troop Code of Conduct were violated and the reason why this step occurred. The written warning must be filed with the Scoutmaster.
 - The offending Scout will be required to attend a Scoutmaster Conference with a parent before he can attend another Scout function. This Scoutmaster Conference is the primary

form of discipline and must clearly describe the acceptable behavior required of the offending Scout before the Scout can resume participation in Troop functions.

- Before the offending Scout can return to Troop activities, he must write an essay on Scout Spirit (250 words minimum), that must also be signed by the Scout's parent(s). The essay must be completed and submitted to the Scoutmaster within two weeks of being notified of the requirement.
- Consequence: Suspend any pending Scoutmaster Conference for three (3) months and, in consultation with the First Assistant Scoutmaster and the Committee Chair, withhold rank advancement, due to failure of the Scout to fulfill the "demonstrates Scout Spirit" requirement. The offending Scout will not be eligible for a junior leadership position for this period.

3rd Strike – Probation

- If the offending Scout continues to misbehave, and there is a third incident within three months of the 1st Strike, a Scoutmaster Conference is required. The offending Scout's parents will be required to attend. The Scoutmaster, at least one Assistant Scoutmaster, the offending Scout and the parents must devise an Action Plan for the offending Scout to resolve or rectify the problem for his inappropriate behavior. The Scoutmaster must immediately inform the Committee Chair of this situation.
- A Scout Disciplinary Review letter will be issued to the offending Scout and his parents, that will include the following:
 - a description of the inappropriate behavior(s)
 - a description of the immediate disciplinary action taken
 - agreed upon action(s) to improve behavior issue(s)
 - a requirement of parental cooperation in this matter
 - an offer to arrange a meeting for advice and counsel by the Scoutmaster or Committee Chair with the parents and the offending Scout
 - a notice to the parents that continued improper behavior will invoke a disciplinary conference
 - a statement/form must be signed by the offending Scout and a parent
- A Probationary Period will be assigned for up to three months. This will be a period of time for the offending Scout to continue with Troop activities, so that he may prove that he can demonstrate "Scout Spirit". This probationary period will be observed/monitored by the Scoutmaster, an Assistant Scoutmaster and a Patrol Advisor.
- If inadequate improvements are made by the offending Scout and/or the parent is not supportive/cooperative, the next course of action is suspension for a specified period of time (to be determined by the Scoutmaster with advice and counsel from selected Assistant Scoutmasters). The Scoutmaster must immediately notify the Committee Chair of the final decision.

Suspension – Failure to Abide by the Prescribed and Agreed Upon Action Plan

- Due to continued behavioral issues, the Committee Chair must meet with the offending Scout's parents to inform them about the consequence that will lead to the suspension of the offending Scout from the Troop.
- Removal from Troop activities for 30 days or more (up to three months)
- Requires a 500-word essay (signed by the Scout's parent(s)) about what the offending Scout will do to improve his Scout Spirit and abide by the Code of Conduct
- The offending Scout must have a meeting with Committee Chair, Scoutmaster and parent before reinstatement to the Troop can occur.
- An offending Scout may be dismissed from the Troop by the Scoutmaster, with the approval of the Troop Executive Committee.
- Should the suspension decision not satisfy the offending Scout and parent for any reason, the offending Scout has the right to appeal the decision by delivering a written appeal to the Scoutmaster and Committee Chair within one week of the decision being issued. The Committee Chair will discuss the appeal with the Scoutmaster and Executive Committee, who will decide if it warrants further action. If the Executive Committee deems further action is unnecessary, the suspension decision is final.
- If there is disagreement among the parties involved, the matter may be taken directly to the Troop Executive Committee. The Executive Committee will listen to all interested parties, gather information and decide the matter. Possible resolutions include, but are not restricted to: negotiating an agreement with the offending Scout and parent about acceptable behavior, requiring that a parent attend all scouting activities in which the offending Scout participates, or expelling the Scout from the Troop.

Expulsion – Removal from the Troop

- If the offending Scout's behavior issues cannot be resolved at end of the suspension period, a review by the Scoutmaster, the Committee Chair and a 3-member board (one Assistant Scoutmaster and two Troop Committee Members, none of whom are related to the offending Scout) will be conducted.
- The offending Scout's parents will be notified of the Troop Committee's decision for the offending Scout to be expelled from the Troop.
- The offending Scout will not be allowed to re-charter with the Troop.

Note: There may be instances when a certain action, behavior or circumstance is so significant or egregious that it necessitates that the prescribed Action Plan procedure be superseded by the need for immediate action and consequences. Bypassing the prescribed Action Plan procedure may only be done with concurrence by the Scoutmaster, the

Committee Chair and the Executive Committee and will only be condoned for exceptional circumstances.

Adopted: March 2003
Revised: January 2009

BSA Troop 321
Behavior Contract

I, _____, understand that I must be on my best behavior during all Boy Scout activities. I further understand that misbehavior and inappropriate activities will not be tolerated. I will remember that a Scout is courteous, kind and friendly. The Troop will always work as a team.

1. Live by the Scout Oath
2. Live by and practice the Scout Law
3. Live by and practice the Outdoor Code

Behaviors that are not allowed at any Scout functions include, but are not necessarily limited to:

- Disobeying junior or adult leaders (This includes Troop Committee members)
- Hazing or bullying of other Scouts is unacceptable
- Foul or inappropriate language of any kind
- Hitting, fighting or similar actions
- Refusing to follow Troop uniform policy
- Not following safe Scoutcraft procedures
- Leaving a designated area without an adult leader's permission
- Lying, cheating, stealing and any form of inappropriate activity
- Being uncooperative
- Disrupting activities
- Intentionally damaging property or equipment
- Refusing to take prescribed medications
- Doing anything that would be considered dangerous

Anyone found in violation of the above will be disciplined according to the Troop's Conduct and Discipline Policy

Further more, I fully understand that the consequences of misbehavior will vary depending upon the severity of the offense. I understand that these consequences can include warnings, sitting out during an activity, parent conferences, having a parent take me home from a Scout activity, suspension and expulsion from the Troop.

Signature of Scout

Date

I have discussed the behavior expectations and misbehavior consequences with my son. Furthermore, I agree to pick my son up from a Scout activity, if necessary, even if the activity is out of town, at any hour.

Signature of Parent

Date