



**City of Waterbury
Department of Public Works
Bureau of Recreation**

Discipline Policy

This policy applies to all Recreational facilities and programs, including off-site field trips and staffed events.

The Bureau of Recreation in the City of Waterbury welcomes everyone to use our facilities as resources for social, educational, leisure and recreational uses. The Bureau of Recreation facilities accommodate a wide variety of activities. A visitor whose conduct is disruptive, compromises safety, damages/destroys property, or is otherwise incompatible with the intended purpose of a facility prevents others from enjoying and using the facility. Therefore, it is necessary that everyone who uses the facilities of The City of Waterbury Bureau of Recreation follow this policy in order to:

- Afford appropriate respect for other visitors and staff
- Provide an appropriate level of maintenance and safety
- Ensure public access and use of facilities by everyone
- Facilitate success in programming

The City of Waterbury Bureau of Recreation reserves the right to have participants leave our facilities or programs if there is a discipline issue. Refunds will not be given for anyone asked to leave our facility or programs for disciplinary reasons. Furthermore, any participant causing damage to City of Waterbury property will be financially responsible to amend the damage. Efforts will be made in the case of a minor to notify a parent upon suspension. Suspensions begin immediately; however, the next operating day will be counted as day one of the suspension. The Bureau of Recreation reserves the right to make a parent conference mandatory before the participant is allowed to return to any Bureau of Recreation facility or program.

If special circumstances warrant that a participant may return before the participant's suspension has been served, the Superintendent/Director or designee must be informed of the situation. Whenever possible, the staff member(s) who suspended the participant should reinstate the individual, with the approval of the Superintendent/Director or designee. Each facility will document each offense per participant. Severe or multiple offenses will be punished accordingly, at the discretion of the Superintendent/Director or designee.

Any participant suspended from a Bureau of Recreation facility or program is therefore suspended from all facilities and programs.

APPEAL PROCESS:

The Superintendent of Recreation and the Director of Public Works may ban an individual from the use of Bureau of Recreation facilities, without appeal, for a period of up to 30 days by informing the individual in writing that they have failed to adhere to the General Rules and Regulations. Individuals banned from Bureau of Recreation facility use for a period of more than 30 days shall be notified in writing within 5 working weekdays of the decision to ban the individual from facility use. The individual will have 5 weekdays from the time of receipt of the notification to appeal the disciplinary action in writing stating why the individual should not be banned. Such request for appeal must be sent to the Superintendent of Recreation at 236 Grand Street Waterbury CT 06702. An appeal will not automatically delay the Superintendent and the Director of Public Works decision; disciplinary actions shall take effect immediately unless stated otherwise by the Superintendent and the Director of Public Works. The request for an appeal may include a request for a delay of the disciplinary decision pending a hearing before the Superintendent and the Director of Public Works.

DISCIPLINE LEVELS & CONSEQUENCES

NON-PHYSICAL BEHAVIOR OR VERBAL ABUSE TO EITHER STAFF OR OTHER CHILDREN

1. Disrespect staff member
2. Not listening
3. Not following Directions
4. Swearing

CONSEQUENCES:

1. Verbal warning & correction of behavior
2. Written warning – notification to parent/guardian if participant is a minor
4. 1-3 day suspension
5. 1 week suspension with a final warning
6. Expulsion

PHYSICAL BEHAVIOR (MILD)

1. Pushing
2. Rough Play

CONSEQUENCES:

1. Written warning – notification to parent/guardian if participant is a minor
2. In-house suspension or 1-3 day suspension
3. 1 week suspension with a final warning
4. Expulsion

PHYSICAL BEHAVIOR (MODERATE)

1. Fighting that does not warrant police assistance/involvement
2. Leaving the building without staff permission
3. Minor cases of vandalism or theft that do not warrant police assistance/involvement
4. Severely disrespectful behavior (such as blatant refusal to follow the instructions of a staff member)

CONSEQUENCES:

1. 1 week suspension with a final warning
2. Expulsion

PHYSICAL BEHAVIOR (SEVERE)

1. Misdemeanor, such as theft or vandalism of less than \$500.00, simple assault, or violation of weapon, drug, or alcohol policies. Offender does not have to be arrested, charged or convicted of the misdemeanor to be subject to discipline pursuant to this policy. Note: Police will be called to the scene and proceed with normal protocol. Additionally, the Superintendent/Director or the designee shall impose the consequence.

CONSEQUENCES:

1. Indefinite suspension at the discretion of Superintendent/Director or designee
2. Expulsion

PHYSICAL BEHAVIOR (EXTREMELY SEVERE)

1. Felony, such as theft or vandalism of \$500.00 or more, or aggravated assault (serious bodily harm or the use of a weapon). Offender does not have to be arrested, charged or convicted of the felony to be subject to discipline pursuant to this policy. Note: Police will be called to the scene and proceed with normal protocol. Additionally, the Superintendent/Director or the designee shall impose the consequence.

CONSEQUENCES:

1. Indefinite suspension
2. Permanent ban from all programs and facilities at the discretion of the Superintendent/Director or designee