



RUTGERS[®]

Community Arts

STUDENT BEHAVIOR MANAGEMENT POLICY & BEHAVIOR GUIDELINES

Behavior Management Policy

We believe that every child has the right to experience Community Arts summer programs to the fullest extent. We believe in setting limits and explaining the boundaries for all participants. When these boundaries are tested, we use specific procedures to help the participant to continue his/her experience.

While Community Arts strives to be all-inclusive, participants with chemical dependency, severe emotional disturbances, or violent behavior may not be able to participate effectively. If your child has severe behavior problems or is unable to live a chemical-free life during their stay, we ask that you talk with the Community Arts Director to assess how we may serve you and your child best.

All of our staff receives training in these procedures. On the first day of each session our staff will go over the expectations and ground rules of summer at Rutgers. Participants have the opportunity to ask questions about policies and rules, so that everyone is clear about expectations.

Procedures We Follow:

1. **Counseling:** A counselor, faculty member, or Community Arts staff member will speak with the participant and check whether the participant understands why the behavior is unacceptable and knows what the consequences are. The counselor/staff member/faculty member will restate the desired behavior, with clear consequences given for not following the desired behavior. The removal of a participant from a problem situation in a 'time out' may be a consequence in this first stage. Removal gives the participant time to calm down, reflect on his/her actions and the staff a chance to discuss with the participant what happened.
2. **Counseling with Escalation and Parental Notification:** If the behavior is repeated, the counselor/staff member/faculty member will let the participant know that this is still unacceptable and will then involve the Community Arts Director and/or Program Director. At this stage, Community Arts staff will contact the parent or guardian of the participant to make them aware of the situation and to ask for cooperation and insight.
3. **Suspension or Termination:** If the behavior persists, the Community Arts Director will determine if the participant should be sent home. The following two options are available to the Director:
 - a. **Suspension:** a student who continually disregards instructions will be suspended for 1 day. The parent / guardian will be advised.
 - b. **Termination:** If the child's behavior remains unacceptable then the parent or guardian will be informed, and the child will be dropped from the program.

Parents will need to make transportation arrangements for suspended or terminated students. Refunds are not available for participants sent home for behavioral reasons.

4. **Immediate termination for Severe Behavior:** Community Arts reserves the right to dismiss any student for severe behavior. Severe behavior includes - but is not limited to - bullying, smoking, drinking alcohol, being in possession of alcohol, use of illegal drugs, possession of illegal drugs, unapproved use of prescribed medication, failure to obey Community Arts policies and procedures, abusive behavior towards faculty and staff, behavior that endangers their own safety or the safety of staff or participants, theft, and vandalism of university facilities

or property. The Community Arts Director, in consultation with faculty and staff as appropriate, will determine whether or not a student's behavior shall be considered 'severe.' *Parents will need to make transportation arrangements for suspended or terminated students. Refunds are not available for participants sent home for behavioral reasons.*

BEHAVIOR GUIDELINES

We expect participants to act respectfully at all times when they are on our property or participating in our programs. Participants are to behave in a mature, responsible way and respect the rights and dignity of others.

Actions will reflect the following values:

- Participants take **Responsibility** for their actions.
- Participants **Respect** themselves, each other, equipment, and the environment.
- **Honesty** will be the basis for all relationships and interactions.
- Participants will be **Caring** in their relationships with others.

Participants should talk to a counselor or any staff member if they are uncomfortable with any experiences or need assistance.

BULLYING POLICY

Bullying – in-person or online (i.e./ social media) - is inexcusable, and unacceptable behavior that will result in participant discipline. Each participant is expected to treat all other participants with respect, and to help each other achieve the best possible experience. If a participant has difficulty meeting this expectation, parents may be called upon to assist.

Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their participants. We work together as a team to ensure that participants gain self-confidence, make new friends, and go home with a positive experience.

PARTICIPANT ATTIRE

Participants' clothing should reflect good taste and concern for the values and standards of other participants. Inappropriate dress includes but is not limited to the following: clothing that is overly 'revealing, or provocative;' clothing promoting alcohol, drugs, or tobacco products. Participants may be asked to change if the Community Arts Director deems attire to be inappropriate.

DIVERSITY

We are a community made up of a diverse population – students, faculty, and staff - consisting of individuals from all types of race, faiths, socioeconomic background, family structures, inner city, suburbs, etc. At Rutgers, we all come together as ONE community and have a fun, safe time together. Everyone is important and should have a positive experience.

SOCIAL NETWORKING & WEB POLICY

In general, Community Arts views social networking sites, personal web sites, and blogs positively and respects the right of participants to use them as a medium of self-expression. If a participant chooses to identify himself or herself as a participant at our program on such internet venues, some readers of such web sites, social media, or blogs may view the participant as a representative or spokesperson of the program. In light of this possibility, the Community Arts requires that participants observe the following guidelines when referring to the program, its participants, and/or staff, in a blog, social media, or on a web site.

1. Participants must be respectful in all communications and blogs related to or referencing the program, its staff, and other participants.
2. Participants must not use obscenities, profanity, or vulgar language.
3. Participants must not use blogs, social media, or personal web sites to harass, bully, or intimidate other participants or staff. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability;

sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another person.

4. Participants must not use blogs, social media, or personal web sites to disparage the program, other participants, or staff.

5. Participants must not use blogs, social media, or personal web sites to discuss engaging in conduct that is prohibited by Community Arts policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.

Any participant found to be in violation of any portion of this Social Networking and Web Policy will be subject to immediate disciplinary action, up to and including dismissal from the program.

INTIMIDATION

Any participant found to be harassing, making fun of, or intimidating another participant is subject to disciplinary actions, and may be sent home.

OBSCENITY

Obscene, profane or vulgar language; written, oral, or expressed by symbols is not tolerated.

Being respectful to staff and other participants is important and expected. Any participant who violates this policy will be subject to disciplinary action.

SOCIAL CONDUCT

Participant conduct should reflect concern for others. Community Arts programs are the wrong place for any type of public display of affection. Intimacy and/or physical contact is treated as a disciplinary matter.

STEALING

Stealing is a violation of law. A participant who becomes involved in a theft of Rutgers property, another participant's belongings, or a staff person's belongings is subject to disciplinary action.

Stealing may result in a participant being sent home early. The Community Arts Director contacts parents/guardian immediately.

VANDALISM

Participants involved in vandalism or malicious mischief either against Rutgers property or against another participant or staff are disciplined immediately. Vandalism includes any kind of graffiti on walls, beds, bathroom stalls, etc. The parent/guardian is contacted immediately.

Violation of this policy may result in the participant being sent home early. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the participant's parent/guardian.

VISITORS

We ask that parents visit only during the designated times. While the programs take place in an open environment, well-meaning visits can be disruptive.

