Guthrie County 4-H/FFA Youth Development

Code of Conduct

It is expected that all persons taking part in 4-H/FFA activities/events will conduct themselves in a civil, law-abiding, and courteous manner throughout the entire activity. Participation in activities is a privilege extended to 4-H/FFA members by the local clubs and community. **Illegal activity and/or harassment will not be tolerated.**

**Illegal activity** is defined as drugs, alcohol, theft, vandalism, harassment, bullying, sexual harassment, and potential to cause harm to self or to others.

**Harassment and bullying** towards another may include, but are not limited to the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment (including electronic), bullying, hazing, or other victimization that may have the purpose or effect of causing injury, discomfort, fear or suffering to the victim
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim

The official reporters of possible violations may include: personnel acting on behalf of 4-H/FFA (4-H Staff, FFA instructors, 4-H Youth Committee Members, 4-H Club Leaders, Superintendents, & 4-H/FFA Event Chaperones), law enforcement, parents of those involved, and those youth directly involved.

**Action:** The Extension Council Chair (or designee), with the assistance of the Youth Committee Chair (or designee) and Extension Personnel (County or District) will organize a problem solving discussion to be held within two business days of the offense. The purpose of the discussion is to ascertain facts related to the offense, parties involved, and circumstances under which it occurred so appropriate consequences can be determined and rendered to the offender(s).

The following individuals will participate in the discussion:

- 4-H/FFA member(s) involved
- One or more representatives of the following as deemed appropriate based on the offense: event sponsors, FFA instructors, 4-H leaders, chaperones, 4-H Youth Committee, Extension Council, parents/legal guardians, and staff.

Note: Should the offense be criminal in nature, or result in personal injury, law enforcement will be contacted immediately. Any legal consequences will be separate from those outlined herein.

**Consequences** will be determined after investigating the matter and having the problem solving discussion. The Extension Council Chair, Youth Committee Chair, and Extension Personnel will make the final determination of consequences, based on information presented and input from participants in the discussion. Consequences may include one or more of the following:

- a verbal or written apology to appropriate parties
- restitution to appropriate parties
- community service
- being sent home or restricted participation for the remainder of the activity
- restriction on future participation in designated 4-H/FFA activity(s)
- limitation of 4-H/FFA award eligibility

Based on the offense and circumstances, appropriate consequences and timeline for restitution will be assigned. Failure to comply with assigned disciplinary actions will result in ineligibility in any 4-H/FFA activity will not be allowed until restitution is complete.

Retaliation against any person, because the person has filed a bullying/harassment complaint or assisted/ participated in a harassment investigation/proceeding, is also prohibited. Individual(s) who knowingly file false complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy.
**Appeal Process:** If a youth or parent/legal guardian(s) feel that due process has not been provided or administrative judgment is in error, they may request an appeal. The appeal must outline the concern, in writing, and be delivered to the Guthrie County Extension Office within seven calendar days of receiving notification (either verbally, or in writing) of the consequences for the offense. If an appeal is not received within seven calendar days, the consequence(s) assigned to the offender(s) will stand.

If an appeal is delivered to the Extension Office in writing within seven calendar days, the Extension Council Chair shall appoint an "Appeal Committee" consisting of:
1. Extension Council Chair or designee
2. Youth Committee Chair or designee
3. Five (5) disinterested persons selected from: Extension Council members, Youth Committee members, and/or Extension Staff. (Two of these five may be chosen by the 4-H/FFA member if he/she desires.)

The appeal shall be heard by the stated Appeal Committee at the earliest feasible opportunity, but no later than thirty (30) calendar days following the filing of the appeal. The Appeal Committee's decision in the matter will be final.

I have read and understood the Guthrie County 4-H/FFA Code of Conduct policy.

________________________________________ Date: __________  ____________________________ Date: __________

4-H/FFA Member                                      Parent/Guardian