When working with youth, it is important to provide structure and boundaries in their environment. Youth who have too much free time will look for ways to occupy their time, often translating into misbehavior. The staff is encouraged to implement the following behavior protocol consistently and to keep the youth busy as much as possible. If the staff takes proactive measures to prevent misbehavior the camp will run much smoother and ensure the safety of the youth during camp. The goal of this policy is to promote good behavior through positive reinforcement and to modify inappropriate behavior through educational sanctioning.

**Positive Reinforcement System**
- Camp Helper of the Day
- Verbal and Non-verbal Gestures
  - Ex. “good job”, high fives, thumbs up, etc.
  - Recognition for Substantial Positive Behavior
    - Following Directions
    - Helping Camp Staff During Transitions (when appropriate)
    - Helping a Fellow Camper
    - Taking Initiative for Group Problem Solving

**Behavior Modification System**
- Verbal Warning
  - Documented in Log Book
- Temporary Removal from Activity
  - Notice to Summer Camp Director
- Letter to Parent with Reflection Log
  - Addressing How Behavior Impacts the Camp Community
  - Action Plan for How to Avoid Behavior in the Future
  - Camper Apology to Injured Parties (staff, individual, or group)
- Parent Conference to Discuss Consequences
- Temporary Suspension from Camp
  - Reinstatement Granted After Completion of Educational Sanctioning Activity
    - Appropriate for Camp Policy Violation
      - Presentation to Staff: What I learned and why I want to return to camp
      - Poster Board to Display in Classroom: Topic relevant to necessary behavioral change
- Expulsion from Program
  - Parent’s discretion on appropriate sanctioning
We the camp participants of Bemidji State University agree to join together to eliminate bullying during our camp program. We believe that everybody should enjoy the summer camp program equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality. Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone (play fighting may also be construed as bullying). Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the camp participants agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the camp policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a staff member.
5. Be alert in places around the campus where there is less adult supervision such as restrooms, corridors, and stairwells.
6. Support campers who have been or are subjected to bullying.
7. Talk to chaperones and parents about concerns and issues regarding bullying.
8. Work with other students and staff, to help the camp deal with bullying effectively.
9. Encourage discussions about bullying issues in the camp program.
10. Provide a good role model for younger campers and support them if bullying occurs.
11. Participate fully and contribute to camp discussions dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don’t report or stop the bullying, I am just as guilty.

_________________________  _______________________
Camper Name/signature       Date
Bemidji State University  
Summer Camp Programs  
Anti-Bullying Policy, Behavior Management Plan,  
& Receipt Acknowledgment

Statement of Intent:
Bullying is any act of aggression causing embarrassment, pain, or discomfort to another person
  it can take a number of forms: physical, verbal, gesture, extortion or exclusion
  it is an abuse of power
  individuals or groups may be involved

Rights and Responsibilities:
of Campers:
  to enjoy the benefits of a safe and bully free environment
  to be observant of signs of distress or suspected incidents of bullying
  to refrain from physical and verbal acts of aggression
  to report any acts of bullying against themselves or another camper

of Parents:
  to be observant of signs of distress or suspected incidents of bullying
  to report any suspected incidences of bullying

of Staff:
  to be role models in words and actions
  to be observant of signs of distress or suspected incidents of bullying
  to report and record all incidences of bullying
  to handle all acts of bullying with compassion and objectivity

Consequences:
  Temporary Removal from Camp Activities
  mediation between Camp Counselors and involved parties
  mediation between Summer Program Director, Responsible Adults and involved parties
  dismissal/removal from camp

Behavior Management Plan:
Campers agree to:
  follow all camp rules
  treat campers, staff and parents with respect
  show respect for camp equipment and the property of others
  Not use foul or inappropriate language
  follow the standards set forth in the anti-bullying policy above
  Not show continuous disruptive behavior

BSU Sponsored Camps operate on a three-strike policy. The first infraction of the behavior management plan will result in a verbal warning between staff and camper. The second infraction will result in temporary removal from camp activities and notification to parent. A third infraction will result in a conference between the camper(s), parent(s), and/or Summer Program Director. Any subsequent infraction will result in removal from the Day Camp Program.

BSU Sponsored Camps have a zero tolerance policy in regards to PHYSICAL aggression. Any camper who commits an act of physical aggression against another camper, staff member, or parent will be immediately removed from camp. As a parent you will be responsible for making arrangements for your camper to return home at your own expense. Depending on the act of aggression, your child may not be able to return to camp for the remainder of the summer.

By signing below, I am stating that I have read, and agree to abide by, all policies contained within the anti-bullying policy, behavior management plan and the parent/camper handbook. Furthermore, I certify that I have discussed all the policies, and their meanings and consequences, with my child.

Parent Name/signature       Camper Name/signature       Date
# Behavior Log

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Participant’s Name</th>
<th>Behavior Observed</th>
<th>Action Taken</th>
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This is the camp rule I chose not to follow:
________________________________________________________________

This is what happened:
________________________________________________________________
________________________________________________________________
________________________________________________________________

This is why I did it:
________________________________________________________________
________________________________________________________________
________________________________________________________________

This is how the other campers and staff were affected by my choice:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

This is how I will avoid the behavior in the future:
________________________________________________________________
________________________________________________________________
________________________________________________________________

These are the people I owe an apology:
________________________________________________________________
________________________________________________________________
________________________________________________________________

These are the Camp Values:
________________________________________________________________
________________________________________________________________

This is how I will honor the Camp Values in the future:
________________________________________________________________
________________________________________________________________

Parent Comments:
________________________________________________________________
________________________________________________________________

Camper Signature ________________________________ Date __________________

Parent Signature ________________________________ Date __________________

Cc: file, Ms. Gora, David An
# Parent Contact Log

* Type of Contact:  P=Phone; L=Letter; PC=Parent Conference

<table>
<thead>
<tr>
<th>Date</th>
<th>Participant</th>
<th>Type*</th>
<th>Reason</th>
<th>Result</th>
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Date:

Dear Parent or Guardian of _______________________:

The purpose of this communication is to inform you that I am presently experiencing some problems with your child. I would greatly appreciate your cooperation in working with me in trying to take corrective measures to eliminate these problems.

The attitudes and habits listed below are important elements that are definitely essential in order to maintain stability within the summer camp program. Furthermore, they must be corrected in order for your child to develop his/her maximum potential.

Please observe the items below which represent the areas we’re experiencing difficulties:

**AREAS OF CONCERN**

- Excessive talking
- Lack of effort
- Disrespectful to others
- Excessive warnings
- Other: ____________________________

- Disturbs others
- Inattentive
- Bad attitude
- Inappropriate materials
- Other: ____________________________

**FOLLOW-UP**

- Your Child Was Temporarily Removed from an Activity
- Your Child Needs to Complete a Reflection Log Prior to Resuming Camp Activities
- Your Child Needs to Make an Apology
- A Parent Conference is Requested
- Other: ____________________________

If you have any questions or would like to set-up a personal conference, you may contact me at 218-755-2851 or agora@bemidjistate.edu.

Sincerely,

Angie Gora  
Summer Program Director  
Bemidji State University

Cc: David An, CIBT Liaison  
File
Date:

Dear Parent or Guardian of _______________________:

The purpose of this communication is to inform you that your child has gone above and beyond to make camp an extraordinary day. I thought it was important you know your child is behaving to the satisfaction of the camp staff.

AREAS OF EXCELLENCE

_____ Works Cooperatively with Others  _____ Good attitude
_____ Helps Other Campers  _____ Shows Effort in Activities
_____ Helps Staff During Transitions  _____ Listens Without Interruption
_____ Takes Initiative for Group Problem Solving
_____ Other: ____________________________________________

If you have any questions or would like to set up a personal conference, you may contact me at 218-755-2851 or agora@bemidjistate.edu.

Sincerely,

Angie Gora
Summer Program Director
Bemidji State University

Cc: David An, CIBT Liaison
File