Dismissal Policy

Disciplinary Procedures
In order to assure consistency and fairness in our disciplinary approach, we have created the following three-step procedure in dealing with members whose behavior warrants intervention.

Not all behaviors warrant a member behavior contract – if a behavior or action is severe enough, you may need to go straight to suspension or dismissal.

Step #1: Verbal Warning
This is an initial warning given to a member. Staff will inform the member that they are being given a verbal warning, so that they know they have reached this first stage.

Step #2: Member Behavior Contract (MBC)
This is a written contract between the staff and a member to rectify behavior that has occurred after their verbal warning. This contract will be written in the presence of the member and will be signed by both the member and the leader. Completing this contract is a way of documenting your attempt to correct a behavior by offering an agreed upon solution. It also identifies to the individual, in writing, the consequences of breach of the contract, which is step #3.

Step #3: Breaching the Contract and Member Dismissal.
Record specifics of the breach of contract and call ACMS.

Procedure for Member Dismissal
If ACMS decides to send a member home or a member voluntarily decides to leave, the following steps will take place:
1. Call the ACMS office and discuss the situation.
2. Create an exit plan with the ACMS and identify how and when the member will leave the program.

Suspension and Dismissals
Field School leaders always have the authority to place a member on suspension. The leaders will ultimately determine longer term consequences of this action, (including program dismissal), it is important to document thoroughly and carefully.

Suspension
1. Prior Intervention: Ongoing, persistent distracting behavior that is taking away from the team’s ability to operate or the leader’s ability to manage the team. Documentation of prior intervention is needed to start dismissal process.
2. Prior Intervention: Ongoing refusal to perform assigned tasks and duties (including teambuilding games, group projects, etc.), with inappropriate or no response to prior intervention. Documentation of prior intervention is needed to start dismissal process.
3. Inappropriate response to discipline contract (refusal to complete, causing a scene, continuing to argue about the contract instead of returning to activities, lack of improved
behavior at any time). Documentation is required to attempted intervention as well as any previous ones.

4. As a consequence to breaking a mutually agreed-upon discipline contract. Documentation is required for the dismissal process to start.

5. Likelihood that the member will continue to be a major distraction from the team’s goals in the future. Documentation is required of previous interventions.

6. Member’s attitude towards their job, behavior, or team life has changed and they are self-selecting out of the program. Documentation of this conversation is necessary, and a member will be allowed to make their own decision.

Immediate Dismissals:
1. No prior Interventions needed: Member is an immediate danger to themselves or others.

Documentation:
It is a serious matter to send a member home and cause them to miss out on program activities. Ideally, any issues were resolved before it got to this point using less serious discipline methods, but this isn’t always the case. Documentation is ALWAYS necessary for any behavioral intervention you are utilizing. Below are some guidelines for documentation:

- The exact reason(s) you sent the member home, including any events leading up to this decision.
- Dates, times exact quotes and actions narratives, etc.
- Contained in discipline contracts, professionalism checklists, progress reports, conversations with staff, etc.
- Any prior interventions you undertook to avoid letting it get to that point, or to help the participant improve and rejoin the team successfully – this might include warning, discussions, reminders, reaching out to get their perspective, etc. Evidence of the leaders’ attempts to help the member learn SPECIFICALLY what the problems are, to find ways to overcome issues and respond appropriately in the workplace, and to learn from the experience.

Procedure:
- **Immediate Dismissal:** Leaders will be reporting an incident to the ACMS office and will work with staff to manage the situation. Report using an incident report form.
- **Member Behavior Contract:** Considered an incident. It should be documented in the field using an incident report form and should be reported to the ACMS office.
- **Verbal Warning:** Document and bring up to the ACMS office on a regularly scheduled check-in and continue to monitor/manage these behaviors.

Grounds for Suspension or Dismissal. Members may be suspended/dismissed if they:
- Consistently use unsafe behavior on the program or living site.
- Behave violently or aggressively
- Behave in a sexist or racist manner
- Violate ACMS’s sexual harassment policy
- Retaliate against an individual for reporting an instance of sexual harassment
- Engage in any type of non-professional relationship with other members or staff
- Manufacture, distribute, possess or use non-prescribed controlled substances on the program site, during the program duration or while representing the program
- Violate ACMS’s alcohol policy
- Consume alcohol during the program work day or in a manner that adversely affects the safety and/or integrity of the program.
• Have a medical condition that interferes with the individual’s or group’s ability to do program activities.
• Are a threat to self or others (for medical or other reasons)
• Have unsocial behavior that severely disrupts congenial group living or physically or emotionally endangers another member
• Fail to abide by ACMS standards and/or rules
• Are not physically present or are not ready to begin activities at designated times.
• Deliver substandard performance