



Glencoe Park District Participant and Parent Code of Conduct Policy

Version: 01/09/2018

No participant shall, on the basis of race, sex, creed, national origin, sexual orientation or disability be denied equal access to programs, activities, services or benefits or be limited in the exercise of any privilege, advantage, or opportunity.

Participant and Parent Code of Conduct

Participants and parents are expected to exhibit appropriate behavior at all times while participating in any program or activity at the Glencoe Park District. It is recommended that parents discuss with their children that activities are planned for groups, and while their child may wish not to participate in a specific activity he/she is still expected to make an effort to be a part of the program. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

Participants and parents shall:

- Show respect to all participants, staff and property
- Take direction from program staff and supervisors
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, other participants, or staff
- Show respect for equipment, supplies, and facilities
- Bullying is not permitted in any fashion

Discipline

A positive approach will be used regarding discipline. The Glencoe Park District reserves the right to dismiss a participant or parent whose behavior endangers the safety of him or others. Each situation must be evaluated on its own merit. Appropriate action should take place as soon as possible. Physical restraint of a child will only occur if the child is putting her/himself, another participant, or an instructor/counselor/coach in immediate danger. It will not be used as a behavioral management technique. If this type of behavior management is needed, the NSSRA will be called to evaluate the child and possibly provide a one-on-one aide. After the aide is in place, the child will be required to follow the Participant Code of Conduct.

Procedure

If a participant exhibits inappropriate actions, the following guidelines should be followed.

- **Step 1 Verbal Warning:** The counselor/instructor/coach will discuss with the participant the undesirable conduct and why the action is not appropriate.

- **Step 2 Redirection:** The counselor/instructor/coach will redirect the child to another activity. Redirection begins after the counselor/instructor/coach has discussed with the participant the reason for the redirection and what appropriate behavior is expected to prevent a redirection in the future. Provide positive feedback by saying, for example, “We enjoy having you in the program, but today your behavior was unacceptable”.
- **Step 3 Loss of Privilege:** The counselor/instructor/coach will remove the participant from an activity chosen by the counselor/instructor/coach for one day only. The counselor/instructor/coach must explain what behaviors were inappropriate and what corrective action will prevent problems in the future.
- **Step 4 Conduct Report:** A conduct report will be given to the participant after the unacceptable behavior of the child has been discussed. A discussion with a parent must accompany this level of discipline.
- **Step 5 Supervisor Meeting:** Upon receiving three conduct reports, the Recreation Manager will contact a parent or guardian to arrange a meeting to discuss corrective measures and disciplinary action. If additional conduct reports are issued, a 1-3 day suspension and/or termination from the program will occur.

Bullying/Teasing

Bullying or repetitive teasing is not permitted in any fashion. Bullying and any violent, physical, or threatening actions will receive an immediate conduct report and may result in a 1-3 day suspension or removal from the program. The Glencoe Park District reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others, or if the behavior negatively affects the experience of other participants. No refunds will be issued. If an action involves a person with a disability, staff will contact NSSRA for a consultation, final decisions will remain with the Glencoe Park District.

Communication and Appeals

The Director of Recreation and Facilities will be informed of all incidents and their outcomes as soon as possible.

If after all disciplinary measures have been exhausted and the participant still violates the Code of Conduct or the severity of the violation warrants immediate action, the participants may be suspended or dismissed from the program. If the action requires dismissal from the program, then the manager in charge will contact the Director of Recreation and Facilities, who will then make the final decision after investigating the incident. In the absence of the Director of Recreation and Facilities, staff may go directly to the Executive Director.

Appeals by the participant and/or their parent or guardian may be made to the Director of Recreation and Facilities and/or Executive Director.

A copy of the Participant Code of Conduct should be handed out and signed by both the participant and parent at the beginning of Kids Club, Day Camp, ELC, Children Circle, and any other program that staff feels is necessary. The Participant Code of Conduct will be included in the District program brochures and on the Park District website.