



## Glencoe Park District Participant and Parent/Guardian Code of Conduct Policy

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/Guardian Code of Conduct**

Participants and parents/guardians 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/guardians discuss with the children that activities are planned for groups, and while the child may wish not to participate in a specific activity, they are still expected to attempt 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/Guardian 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
- Refrain from engaging in any form of teasing or bullying toward others
- Use or possession of illegal chemicals or drugs on Glencoe Park District property is not permitted
- Possession of alcohol on Glencoe Park District property is only allowed with proper authorizations

### **Discipline Procedure**

The Glencoe Park District reserves the right to dismiss a participant or parent/guardian whose behavior endangers the safety of themselves 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 themselves, 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 make recommendations for support. Any recommendation for behavioral support must be followed.

### **Methods and Strategies**

If a participant exhibits inappropriate actions, the following methods may be followed:

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

- **Loss of Privilege:** The counselor/instructor/coach will remove the participant from an activity chosen by the counselor/instructor/coach. The counselor/instructor/ coach must explain what behaviors were inappropriate and what corrective action will prevent problems in the future.
- **Use of a 1-2-3 Warning System**
- **Facilitating Conflict Resolution**

**Discipline Management Procedure**

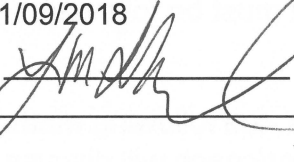
If a participant, parent, or guardian has trouble following the code of conduct, the following discipline procedures will be followed. Behaviors that endanger the safety and security of the child or others may result in skipped steps and/or suspension from the program.

- **Verbal Warning:** A participant, parent, or guardian behavior incident must be documented by staff.
- **Written Warning:** The participant, parent, or guardian will be suspended for one day. The suspension will be in effect the first day following the offense. The program manager will notify the parent/guardian. A Behavior Report will be written and must be acknowledged and signed by the parent/guardian and the participant at pick-up time.
- **Suspension:** The participant, parent, or guardian will be suspended from the program. The suspension will be in effect the first day following the offense. The program manager will notify the parent/guardian and schedule a conference to discuss behavior management and whether the child can meet participant expectations with or without accommodations.
- **Dismissal:** The participant, parent, or guardian will be dismissed from the remainder of the program. The program manager will notify the parent/guardian. No refund 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.

**Appeals**

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

Approved by the Board of Park Commissioners: 06/20/2023  
 Previous Versions Approved: 01/09/2018  
 Executive Director's Signature:  Board President's Signature: 