



Warrenville Park District Behavior Management/Code of Conduct

BEHAVIOR

All participants, parents, siblings, volunteers, and affiliate groups are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make all of our programs, events and affiliate programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff.

Warrenville Park District insists that all participants, parents, siblings, volunteers and affiliate groups comply with a basic behavior code. All participants, parents, siblings, volunteers, and affiliate groups shall:

1. Show respect to all participants, staff and volunteers.
2. Follow all Program/Event rules and take direction from staff.
3. Refrain from using abusive or foul language.
4. Refrain from threatening or causing bodily harm to self, other participants, or staff.
5. Refrain from harassment of any kind to other participants or staff.
6. Refrain from any type of bullying
7. Refrain from any type of aggressive and violent behavior during park district or affiliate sponsored programs.
8. Show respect for equipment, supplies, and facilities.
9. Not possess any weapons.

The Warrenville Park District expects all individuals to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for rights and welfare of other individuals staff, volunteers and district officials.

DISCIPLINE

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. Warrenville Park District reserves the right to dismiss a participant, parent or sibling, or affiliate whose behavior endangers his or her own safety or the safety of others.

Factors for Determining Consequences:

- Age, development, and maturity levels of parties involved
- Degree of harm (physical and/ or emotional distress)
- Nature and severity of behavior
- Past incidents and/or continuing pattern(s) of behavior

PROCEDURES

All employees are required to report alleged violations of the Behavior Management/ Code of Conduct policy to their supervisor. An incident report form needs to be completed with all information. Affiliates need to report alleged violations to the Affiliate Board or the Park District Executive Director at 630- 393- 7279 ext. 304. All other members of the community, including participant, parents, volunteers or visitors are encouraged to report any act that may be a violation of this policy to the Executive Director.

Upon registration the parent/guardian will be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian will be contacted for information about any behavior modification programs in place at school or home. Attempts will be made to utilize these in the program. In addition, the inclusive coordinator from the Western DuPage Special Recreation Association (WDSRA) will be contacted for guidance. Documentation will be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If the participant, parent, sibling, volunteer, or affiliate exhibits inappropriate actions, the following guidelines should be followed:

1. Program leaders/ Supervisors/ Administrative Staff / Affiliate Boards should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - Participants; A supervised time-out from the program. (One minute a year will be used for time-outs). The type of time-out may vary according to the situation (observational: from Sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out will be documented on an incident report.
 - Participants, parents, siblings, volunteers and affiliates; a suspension from the program or activity for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Participants, parents, siblings, volunteers and affiliates; Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Warrenville Park District reserves the right to dismiss a participant, parent. Sibling, volunteer or affiliate whose behavior endangers his or her own safety or the safety of others.
 - In cases of affiliate members; the incidents will be reported to the Affiliate Board President
2. If a participant, or, sibling, receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian. The supervisor will explain the inappropriate actions that were observed by the staff.

3. Communication between staff and parent should be ongoing regarding and further incidents of inappropriate behavior. Some other options may be discussed with the parent/guardian including:
 - Transfer to another program where inappropriate behavior may be less prone to occur.
 - Limited/reduced timeframe that participant, parent or sibling is allowed to attend the program.
4. Appeals by the participant, participant's parent/guardian, volunteer or affiliate should be directed to the Executive Director.
5. Legal Action if required will be discussed with the Executive Director

WHEN TO CONTACT THE POLICE

- If a participant, or sibling, makes a direct threat of hurting himself or others, call the parent/guardian immediately. If a parent/guardian is not available, call the police.
- If a parent, volunteer or affiliate member makes a direct threat of hurting himself, or anyone else, call the police.
- If a participant, parent, sibling, volunteer or affiliate becomes overly aggressive and/or violent, call the police.