

# WAUKEGAN PARK DISTRICT

## 3.05 PARTICIPANT BEHAVIOR CODE

### General Statement:

This policy on behavior is established pursuant to the District's Policy on Program Operations and Participation (3.04). Individuals who observe or participate in District programs or activities are expected to act within acceptable levels of behavior (participants will refer to both the participating individual and any observers of the park district program or activity). District Staff will inform participants of the behavior expected from them via program parent handbooks, information pages, posted signs, ordinances, etc..

### Unacceptable Behavior:

The following is unacceptable behavior:

1. Improper use, carelessness, or mishandling of materials or equipment including throwing objects
2. Objectionable gestures; disrespectful, profane, vulgar or objectionable language
3. Fighting; including arguing, hitting, or other physical abuse
4. Horseplay
5. Disrespect of participants, staff, or the public; including defiance of authority
6. Damage or destruction of Park District property or property of others
7. Theft
8. Smoking and/or possession or use of alcohol or drug.
9. Harassment or abuse of fellow participants or staff; including bullying, teasing, taunting, gossip, or put downs
10. Possession of weapons
11. Other acts which may be determined to be unacceptable by the program supervisor.

### Consequences of Unacceptable Behavior:

Participants may be subject to any of the following actions for unacceptable behavior:

1. Warning
2. Time out/Removal from group
3. Staff/guardian conversation (youth or SRA participant)
4. Staff/participant or guardian conference
5. Loss of privileges
6. Participant sent home for the day Suspension
7. Expulsion
8. Legal actions and/or investigations

### Addressing, Documentation and Notice of Discipline

All staff are empowered to enforce rules for purpose of maintaining safety for everyone. Supervisors must be involved to implement consequences starting at the conference level unless there is immediate danger then police can be called to assist with removing an individual or the situation warrants asking the individual to leave for the sake of minimizing the disruption to the program/activity. Any discipline resulting in suspension greater than three (3) full days or expulsion needs Executive Director pre-approval of the decision unless a police directive or a court order is in effect.

It is recommended to document all discipline; however, any discipline resulting in a formal conference or loss of privileges must be documented.

A verbal notice can be given for any discipline less than a 30 day suspension. For suspensions 30 days or longer or an expulsion, a letter is sent via certified mail.

The District may take legal action and/or investigate incidences as necessary. The District will cooperate with any police investigations or court orders.

### Appeal

An appeal of a suspension or expulsion from a program must occur within 30 days of it being issued. Suspension appeals can go to the Superintendent of the department issuing the suspension. Expulsion

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appeals must go to the Executive Director. The Executive Director or Superintendent should respond to the appeal within 30 days of receiving it. The decision regarding the appeal should be agreed upon by both the Executive Director and Superintendent of the Department; legal council should also be consulted if the original decision has changed. Decisions after reviewing an appeal are final and may not be appealed further.

Approved by the Board of Commissioners on September 9, 2003

Amended by the Board of Commissioners on October 5, 2004

Approved as Amended by the Board of Commissioners on January 30, 2018