

WAUKEGAN PARK DISTRICT

3.05 PARTICIPANT BEHAVIOR CODE

General Statement:

This policy on behavior is established pursuant to District Policy 3.04 Program Operations and Participation. Individuals who use District property or observe or participate in District programs or activities are expected to act within acceptable levels of behavior. The term participants will refer to both the participating individual and any observers of the park district program or activity. If an animal is displaying unacceptable behavior, the owner of the animal is responsible. 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; includes any threat of physical harm
4. Horseplay
5. Disrespect of participants, staff, or the public; including defiance of authority or disobeying rules
6. Damage or destruction of Park District property or property of others
7. Theft; including theft of services, such as entering without paying or allowing others to enter without paying
8. Smoking and/or possession or use of alcohol or drugs
9. Harassment, abuse or other inconsiderate behavior of or toward fellow participants or staff including bullying, teasing, taunting, gossip, putdowns, or displays of other unwelcome behavior
10. Possession of weapons
11. Other acts which may be determined to be unacceptable by District staff.

Consequences of Unacceptable Behavior:

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

1. Verbal Warning
2. Time out/removal from the group / break from the activity
3. Asked to leave property for the remainder of the day
4. Staff/guardian conversation (youth or SRA participant)
5. Staff/participant or guardian conference
6. Loss of privileges greater than remainder of day
7. Written final warning
8. Participant sent home for the day, suspension
9. Expulsion
10. Legal actions and/or investigations

Addressing, Documentation and Notice of Discipline

All staff are empowered to enforce rules for the purpose of maintaining safety for everyone. The police should be called if there is any immediate danger, to assist with removing an individual, or if the situation warrants asking the individual to leave for the sake of minimizing the disruption to the program/activity. Supervisors must be involved to implement consequences starting at the conference level. Any discipline resulting in suspension greater than three (3) full days or any 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 incidents as necessary. The District will cooperate with any police investigations or court orders.

WAUKEGAN PARK DISTRICT

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 Director of the Department issuing the suspension. Expulsion appeals must go to the Executive Director. The Executive Director or Director 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 Director of the Department; legal counsel should also be consulted if the original decision has changed. Decisions after review of an appeal are final and may not be appealed further.

Approved by the Board of Commissioners on September 9, 2003

Approved as Amended by the Board of Commissioners on October 5, 2004, January 30, 2018, July 13, 2021, and August 22, 2023