



YOUTH PARTICIPANT BEHAVIOR GUIDELINES

In order to maintain a safe and enjoyable environment, Park District staff enforces a strict discipline policy designed to preserve a healthy program experience for all concerned. Behaviors which endanger the safety and security of the child or others may result in skipped steps and/or suspension from the program. The following infractions will constitute the use of the discipline procedures listed below. **This list is not inclusive of all possible offenses:**

1. Harming one's self, such as, but not limited to:
 - Leaving designated grounds and/or group without permission
 - Physical damage to self
 - Possession, use or transfer of alcohol, illegal drugs, tobacco products including matches and lighters

2. Harming others, such as, but not limited to:
 - Fighting and/or other aggressive behavior
 - Throwing objects
 - Possession or use of weapons: knives, glass, sharp objects, etc.
 - Hitting or kicking others
 - Verbal abuse and/or profanity
 - Endangering the safety of others
 - Exposure or touching of private areas to others

3. Damage of property:

Note: Parent/guardian will be responsible for ANY damage caused by his/her participant.

 - Vandalism
 - Tantrums resulting in damage to property
 - Breaking, damaging or destroying property
 - Theft - taking any item that does not belong to the child

DISCIPLINE PROCEDURES: If your child has trouble following the participant behavior guidelines, the following discipline procedures will take effect. There will be NO REFUNDS for missed days due to disciplinary infractions.

If a child displays an offensive behavior, the following steps will be taken:

- Removing the child from the incident or activity, talk with them about the situation, behavior redirection and choices made. "Time out" or removing child from activity for a cool down time followed by discussion with staff to be sure the child understands the unacceptable behavior and what would be a better choice.
- Parents will be informed of a situation if the problem is repeated, involves disrespect and/or violence or anger.

If offensive behavior continues after the time-out; the following will occur:

- **1st Offense:** A Participant Behavior Report will be written and must be acknowledged and signed by the parent/guardian and the participant at pick-up time.
- **2nd Offense:** The participant will be suspended for one day. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian.
- **3rd Offense:** The participant will be suspended for three days. The suspension will be in effect the first day following the offense. The supervisor 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.
- **4th Offense:** The participant will be suspended for one week. The suspension will be in effect the first day following the offense. The supervisor 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.
- **5th Offense:** The participant will be dismissed from the remainder of the program. The supervisor will notify the parent/guardian.

IMPORTANT: Depending on the situation and the degree of the offense, a program participant may be temporarily or permanently dismissed from the program following any offense. The supervisor will notify the parent/guardian and schedule a conference to discuss behavior.



PARTICIPANT BEHAVIOR REPORT

Date: _____ Program: _____

Participant: _____ Age: _____ Grade: _____

Time of Infraction: ____:____ am/pm Location of Infraction: _____

Behavior Infraction:

- Harming Self**
 - Physical Outburst
 - Emotional Outburst
 - Elopement Behavior
- Destruction or Misuse of Property**
 - Vandalism
 - Damage
 - Theft
- Harming Others**
 - Physical Outburst (hitting, spitting, etc.)
 - Emotional/Verbal Outburst
 - Exposure or touching of others
 - Endangering Others
- Other**
 - Non-compliance
 - _____

Description of Incident:

Action Taken: Verbal Warning _____

10-Minute Time Out _____

Behavior Report _____

Offense # (circle): 1 2 3 4 5

Suspension _____ # of days

Parent/Guardian: Please sign this document to indicate an understanding of the events that have occurred.

Staff Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Notes: _____