2.10 - Rules of Conduct/Behavior Management Policy

Each participant, member, or guest of Park District facilities has a responsibility to behave properly while on Park District premises. Individuals who participate in district programs and use Park District facilities are expected to act within acceptable levels of behavior. Guidelines have been developed to help make Geneseo Park District programs and facilities safe and enjoyable for all participants. Additional rules may be developed for specific programs and athletic leagues as deemed necessary by staff.

According to the Geneseo Park District's Behavior Policy, unacceptable behavior includes but is not limited to:

- Improper use of materials or equipment
- Objectionable gestors; profane, vulgar or objectionable language
- Fighting, acts of violence
- Unwanted Physical Contact
- Disrespect of participants, staff, or the public
- Damage or destruction of Park District property or property of others
- Theft
- Smoking, possession or use of alcohol or drugs, vaping
- Harassment or abuse of fellow participants or staff
- Other acts which may be determined to be unacceptable by Park District Staff.

A Behavioral Incident Form should be completed by the staff handling the incident and turned in to the Superintendent of Recreation for review and to be kept on file. will be completed and kept on file with the Superintendent of Recreation. If an individual's behavior affects the safety of others, interferes with other members' enjoyment of the facilities, or damages Park District property, the following procedures will be followed: (1) Write a detailed report of the incident on the Behavioral Incident Report form and place in the Superintendent of Recreation's mailbox; (2) File on repeat offenders will be kept.

Remedial Action

A positive approach will be used regarding remedial action. 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. The Geneseo Park District reserves the exclusive right to dismiss a participant whose behavior endangers his or her own safety or the safety of others. The Geneseo Park District also reserves the exclusive right to prohibit an individual who engages in inappropriate behavior or affects the safety of others from future participation in any program and from entering Park District property.

Procedures

Upon registration or entry into the program, or facility, staff should be given any information regarding special accommodations needed for the participant. If any of these special

accommodations are behavior related, the parent/guardian should share information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If the participant exhibits inappropriate actions in programs, the following guidelines should be followed:

1) Park District Staff should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
   a) A corrective discussion or verbal warning.
   b) A supervised time-out from the program. (Most experts agree that a minute a year is a good rule of thumb 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 should be documented on a Behavioral Incident Form. Any Behavioral Incident Report made should be given to the Superintendent of Recreation.
   c) A suspension from the program for a designated time period. When determining the timeframes of suspension, staff should 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.
   d) 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 Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2) If a participant receives a time-out or a suspension, the supervisor of the program should contact the parent/guardian. The supervisor should explain the inappropriate actions that were observed by the staff. Documentation is required.
3) Communication between staff and parent should be ongoing regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including:
   a) Transfer to another program where inappropriate behavior may be less prone to occur.
   b) Limited/reduced timeframe that participant is allowed to attend the program.
4) Appeals by the participant and/or participant's parent/guardian should be directed to the Executive Director or the Superintendent of Recreation.

If the participant exhibits inappropriate behavior on Park District Facilities, the following guidelines should be followed.

Minor Infraction

First Offense: Geneseo Park District staff gives verbal reprimand with explanation of expectations and future action. Depending on the severity of the offense, a one-day suspension may be given.

Second Offense: Ask user to leave and call parents to explain offense, if a minor. User may not use the facility for one week and must see the Superintendent of Recreation prior to returning.

Third Offense: As above, with one-month suspension.

Fourth Offense: Ask user to leave and call parents to explain offense, if a minor. Superintendent of Recreation will handle loss of membership/facility use for one year.

Major Infraction

First Offense: If a minor, call parents and tell them that youth was asked to leave, and state reason. Explain that the facility may not be used for one month. User must see Superintendent of Recreation prior to returning. Depending on the severity of the offense, a longer time may be instituted.

Second Offense: If a minor, call parents as above. Second major offense may result in loss of membership/facility use for one year or more.

Minor Infractions would include bad language, excessive horseplay, entering restricted areas (weight room, storage etc.) and general misbehavior.

Major Infractions would include violence, theft, damage to property, and unmanageable behavior.

These are guidelines and Superintendents and the Executive Director at his/her discretion can make exceptions to these guidelines.

No refunds will be issued for programs, daily admissions, or membership suspensions due to behavior management issues.

When to Contact the Police:

- If a participant makes a direct threat of hurting himself/herself, call the parent/guardian immediately. If a parent/guardian is not available, call the police.
- If a participant becomes overly aggressive and violent, call the police.