



## **Behavior Code of Conduct**

All participants are expected to exhibit appropriate behavior at all times while participating, spectating, or attending any program or activity sponsored by the Springfield Park District. This includes participation in programs that may or may not require an admission fee, such as spectating at athletic events, concerts, or attending special events. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional Codes of Conduct may apply for particular programs such as Summer Youth Programs, athletic leagues, and aquatic facilities.

Participants and Parents/Guardians shall:

1. Show respect to all participants, spectators, and staff. Will also show respect for program rules and equipment.
2. Take direction from Springfield Park District staff.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self, other participants, spectators, or staff.
5. Refrain from damaging equipment, supplies, and facilities.

Guidelines are utilized consistently by staff for recommendations on proper discipline to poor conduct. A copy of the *Conduct Report Guidelines* is attached to this handbook.

If there is need for an ADA accommodation, please see "Inclusion Request Procedure" information.

## Participant Conduct Report Guidelines

### CONDUCT REPORT GUIDELINES

(Guidelines may differ in other programs/departments)

1. Superintendent and Supervisor(s) should be immediately notified for all 3<sup>rd</sup> Degree Behaviors; then the immediate contact with the individual's parent/guardian to inform them of their child's behavior.
2. Each individual will face the consequences upon their behaviors. However, each individual behavior will be addressed on a case-by-case basis with consideration of individual disabilities, medical issues, safety of participants and/or staff, disruption to the program and other such pragmatic considerations.
3. Management reserves the right to supersede all degree levels and respond correctly based on severity of conduct.
4. STAFF, if unsure of the severity of an action please consult the Superintendent of Programming & Events and/or Supervisor to correctly handle the situation.

<p><b>1<sup>ST</sup> DEGREE</b></p>	<p><b>First Degree Behaviors may include, but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Purposely distracting the group (not listening/behaving)</li> <li>• Inappropriate language/remarks</li> <li>• Pushing and/or shoving (minor)</li> <li>• Refusal to follow instruction.</li> <li>• "Talking back"</li> </ul>	<p><i>Actions taken in response to first degree behaviors are primarily the responsibility of the STAFF. STAFF are to complete Disciplinary Action Forms and turn into Supervisor that day.</i></p> <p><b>Consequence: Warning</b>            Ex: Short period of activity exclusion (timeout)</p> <ul style="list-style-type: none"> <li>▪ "Cooling off"</li> <li>▪ Given a chore to help leaders.</li> </ul> <p><i>*When individuals reach (2) first offense reports, the Supervisor will notify/speak with the parent/guardian of the individual.</i></p>
<p><b>2<sup>ND</sup> DEGREE</b></p>	<p><b>Second Degree Behaviors may include, but not limited to:</b></p> <ul style="list-style-type: none"> <li>▪ Persistent first-degree behaviors (listening, following instruction, etc.)</li> <li>▪ Fighting, "provoking", spitting</li> <li>▪ Bullying or acts of aggression and violence.</li> <li>▪ Excessive inappropriate language or remarks directed to other participants/leaders.</li> <li>▪ Running off/ leaving the group</li> <li>▪ Intimidation/threats to other participants</li> <li>▪ Inappropriate physical contact (pushing, tripping, etc.)</li> <li>▪ Direct/blatant disrespect to leaders</li> </ul>	<p><i>Actions taken in response to second degree behaviors are the responsibility of the STAFF to report the action and the Supervisor to speak with the parents/guardians.</i></p> <ul style="list-style-type: none"> <li>▪ Fill out Disciplinary Action Form</li> <li>▪ Inform Supervisor</li> <li>▪ Supervisor or Manager will call and notify parents.</li> </ul> <p><b>Consequence:</b> Participant will be sent home for the day, possibly longer depending on the severity of the offense.</p>
<p><b>3<sup>RD</sup> DEGREE</b></p>	<p><b>Third Degree Behaviors may include, but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Severe or repeated physical aggression</li> <li>• Physical contact to the face and/or neck</li> <li>• Abuse and/or harassment: verbal, physical, sexual, and emotional.</li> <li>• Sexual misconduct</li> <li>• Destruction of property</li> <li>• Endangerment of themselves, other participants, staff or volunteers</li> <li>• Theft</li> <li>• Possession of a weapon</li> </ul>	<p><i>Actions taken in response to third degree behaviors are at the immediate responsibility of Superintendent/Supervisor. Supervisor/Manager will also be involved in actions.</i></p> <ul style="list-style-type: none"> <li>▪ Remove individual from group &amp; bring to Supervisor/Manager</li> <li>▪ Complete Disciplinary Action Form</li> <li>▪ Supervisor/Manager will call and inform parents to come pick up their participant.</li> </ul> <p><b>Consequence:</b> Participant will be suspended for the day, possibly longer depending on the offense.</p> <p><i>*Repeated Third Degree reports to lead to multiple day suspensions or removal from the program.</i></p>

## **Behavioral Management**

In order to provide a safe and enjoyable experience for all participants, Springfield Park District has developed a set of expectations for all participants. All patrons will be treated impartially based on individual aptitude.

Behavior guidelines are as follows:

1. No individual will endanger him/herself or other participants or staff.
2. Individuals will use respectful, appropriate language towards staff and other participants.
3. All participants will respect staff, program rules, other participants, and equipment.
4. All individuals will keep their hands, feet, and objects to themselves.

Consequences for inappropriate behavior are:

1. **First Offense:** Participant will be removed from the group activity, receive a verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. Participant may or may not return to the group, dependent upon severity of offense. Parent/Guardian will be notified at pickup.
2. **Second Offense:** Participant will be removed from the group activity, receive a second verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. After being removed from the group, parents will also be notified and asked to pick their child up within 30 minutes of the incident. Parent/guardian will be notified at pickup that a second offense has occurred, reminded of the ramifications of a third offense.
3. **Third Offense:** The participant's parent/guardian may be called for immediate pickup, and the participant may be suspended from the program for up to 5 days, without refund. When the child is picked up, the Supervisor and Manager will meet with the parent/guardian, discuss the incident and consequence, and revisit the ramifications of a fourth offense. (\*If the participant is not picked up/signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Springfield Police Department.)
4. **Fourth Offense:** The participant's parent/guardian will be called for immediate pickup, and the participant may be suspended from that program temporarily but indefinitely suspended, without a refund for that particular session. If the participant is registered for any subsequent programs during the summer, the parent/guardian will be refunded their deposit/fees for those programs and the child will not be allowed to participate in any summer program with the Springfield Park District. When the participant is picked up, the Supervisor and/or Manager will meet with the parent/guardian, discuss the incident and discuss the temporary but indefinite suspension. Participants with Inclusion Services will also meet with the Superintendent of Programming & Events. (\*If the participant is not picked up and signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Springfield Police Department.)

**Please note:** In cases of inappropriate behavior deemed extreme by staff, participants may be suspended or dropped from the program immediately, regardless of the number of previous offenses.