

**GLEN ELLYN PARK DISTRICT
POLICY MANUAL
CHAPTER IV. RECREATION DEPARTMENT**

9.00 Behavior Management Policy

9.01 Purpose

The Behavior Management Policy establishes rules and guidelines to help make children’s programs safe and enjoyable for all participants and spectators. All program participants and spectators are expected to exhibit appropriate behavior at all times. Additional rules may be developed for specific programs as deemed necessary by staff. The following guidelines are examples and could be replaced with the Park District’s behavior code or program rules.

9.02 Behavior Management Guidelines

The Park District insists that all participants and spectators comply with a basic behavior code. All participants and spectators shall:

1. Show respect to all participants, staff and volunteers. Participants should follow program rules and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants or staff.
4. Show respect for equipment, supplies and facilities.
5. Not possess any weapons.

9.03 Discipline

A positive approach will be used regarding discipline. 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 Park District reserves the right to dismiss a participant or spectator whose behavior endangers his or her own safety or the safety of others.

9.04 Procedures

Upon registration or entry into a program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from Western DuPage Special Recreation Association should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations and behavior modification programs.

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

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1. Program instructors should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - 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 conduct report. Any conduct report made should be given to the full-time supervisor.
 - A suspension from the program for a designated time period. When determining the time frames of suspension, staff should consider the severity of the actions; the length of the program or activity; and past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - 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 strongly recommended.
3. Communication between staff and the parent/guardian should be ongoing regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including:
 - Transfer to another program where inappropriate behavior may be less prone to occur.
 - Limited/reduced time frame 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.

Approved by Board of Commissioners: September 20, 2005
Revised by Board of Commissioners: