

## **Behavior Management Policy**

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### **DEFINITION**

For the purpose of this policy, “participant” will be defined as any person or persons registered in a park district activity; any parent, guardian, sibling, family member, or person entrusted with the care or transportation of a person or persons registered in a park district activity.

### **BEHAVIOR**

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make children’s programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by the Lan-Oak Park District. (Please note that the following guidelines are examples and could be replaced with the Lan-Oak Park Districts behavior code or program rules).

The Lan-Oak Park District insists that all participants comply with a basic behavior code. All participants 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.

### **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 Lan-Oak Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

### **PROCEDURES**

Upon registration or entry into the 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 the Special Recreation Association (SRA) 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:

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 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.
  - 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 Lan-Oak 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 parent 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 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 Director of Parks and Recreation

#### **WHEN TO CONTACT THE POLICE:**

- If a participant makes a direct threat of hurting himself, 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.