



Administrative Policy and Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: 2.12.1

History of Approvals:
10-10-2017

2.12.1 - Participant Code of Conduct

In part the District’s mission is to provide high quality, safe and wholesome programs, parks, facilities and related services for all residents and guests. To this end, the District has developed, implemented and enforced a code of conduct for all residents and guests participating in recreational opportunities on District property.

This code of conduct is the minimum expected behavior of every participant to ensure the safety and positive experience of all involved. The District uses a three pillar positive behavior program as the platform to define the expected behavior of all participants. This platform is aligned and consistent with the program used within the local elementary schools to create consistency among children and parents whether at school or play at the park district. This Code of Conduct is also aligned and tied to the District’s Anti-bullying policy and the District’s Participant Disciplinary Policy when rules and expectations of the positive behavior program are violated. The District’s anti-bullying and participant disciplinary policies are further defined and detailed in separate sections of this manual.

At the Palatine Park District we abide and model the positive behavior system with regard to how we operate the District and interact with our participants. These expectations and guidelines are the common thread and endorsed culture of how we conduct business and expect of all participants, staff, volunteers and general public as a means to provide a healthy and safe environment to enjoy all the opportunities offered by the District. The following section illustrates the core elements and expectations of the Positive Behavior Program and the general guidelines of the District’s code of conduct policy:

BE Respectful

Treat others with respect; follow the Golden Rule ● Treat others as you would like to be treated ● Be tolerant of differences ● Use good manners, not bad language or gestures ● Be considerate of the feelings of others ● Don’t threaten, hit or hurt anyone ● Deal peacefully with anger, insults and disagreements ● Be gracious in victory ● Accept defeat with dignity ● Honor privacy ● Speak and participate when it is your turn ● Respect authority ●

BE Responsible

Do what you are supposed to do ● Persevere - keep on trying! ● Always do your best ● Use self-control ● Act with self-discipline ● Think before you act- consider the consequences ● Be accountable for your choices ● Fess up if you mess up ● Clean up after yourself ● Put back what you use afterwards ● Recycle for the environment ● Help people in need ●

BE Safe

Play by the rules ● Report unsafe conditions, conflicts and incidents ● Use facilities, equipment and supplies appropriately ● Wait for instructions and safety rules first ● Follow rules and instructions ● Clean up areas after use ● Keep hands and feet to yourself ● Always use seat belts and safety equipment ●

Violations of the code of conduct will be subject to the provisions of the District's Participant Disciplinary Policy as illustrated in the next section of this manual. A violation may include but is not limited to the following misconduct:

- Hitting, kicking, lying, cheating or throwing objects
- Talking back, raising voice or defying staff requests
- Inappropriate sexual touching
- Creation of risk of contagion or illness, whether intentional or not
- Verbally communicating having possession of or threatening to bring a weapon or explosive to a program, or activity or acting in a manner, which exposes the participant or others to danger (gang signs, attire)
- Extreme verbal abuse and other components of bullying as defined in the District's anti-bullying policy.
- Fighting
- Mistreatment or harassment of any staff member by any participant or participants guardian
- Not following directions given by staff member
- Not following safety protocols (ex. Checking in at check in area, wearing seatbelt in vans)
- Stealing, delivering falsehoods upon request of information or cohesion

This Code of Conduct represents the overall District expectations and is aligned with other Code of Conduct and/or behavioral systems within specific programs, services or affiliate programs. Participants and parents are required to make themselves informed and aware of this policy as well as any other specific code and behavior expectations. Information will be provided during the registration process or within the class/program through the staff member leading the program.

The Code of Conduct is focused on the programs, services and events offered by the District. A separate Park Ordinance Code is developed to govern and enforce the acceptable use and behavior while visiting and using the District's parks and facilities. This Ordinance Code is available on the District's web site and is enforced in cooperation with the Village of Palatine Police Department through an intergovernmental agreement.