

Frankfort Square Park District Behavior Management Policy

COVID-19 Expectations

During Phase 4 (or less) of the Restore Illinois plan: program participants must:

- Wear a face covering/mask and social distance (at least 6 feet) throughout the program.
- Follow directions with minimal physical intervention by staff.
- Refrain from touching others and habits that could increase the spread of illness such as: spitting, biting, and putting objects in their mouth.
- Be successful with at least 6:1 staffing ratio.
- Be independent in managing personal care including toileting, feeding, and personal hygiene.
- Follow the posted program guidelines.

During Phase 4 (or less) of the Restore Illinois plan: parents/Guardians must:

- Complete program registration process by the deadline.
- Monitor their children's health, and before coming on-site, perform the provided Health Questionnaire for Wellness Screen Related to COVID-19.
- Drop-off and pick-up children at the scheduled times and following provided guidelines.
- Be immediately available by telephone, and should your child need to be picked-up from the program, be available, or have a designated individual who can do so in a timely manner.
- Follow the posted program guidelines.

Code of Conduct

The Frankfort Square Park District is committed to providing a safe and fun environment for all participants and guests. By doing so, patrons are required to act appropriately, and are to be respectful of others at all times when using Frankfort Square Park District facilities.

Individuals using Frankfort Square Park District facilities are expected to behave in an appropriate and responsible manner. The Frankfort Square Park District Code of Conduct does not permit use of language or any action that may hurt or frighten another person or otherwise creates safety concerns or is prohibited below. Directions issued by the park district staff must be followed at all times.

- Show respect for all participants, guests, spectators, staff, and volunteers
- Follow program rules and direction from staff
- Show respect for equipment, supplies, and facilities
- Use of abusive or foul language, arguing, fighting, and any other form of harassment, threats, violence or intimidation is prohibited
- Weapons, drugs, and alcohol are prohibited on school and park district property
- Report incidents where park district policies are disregarded to staff
- Report illegal activities to police/sheriff

This Code of Conduct is in place to help make the Frankfort Square Park District's facilities and programs safe and enjoyable for everyone. If inappropriate behavior occurs, a prompt resolution will be sought specific to each situation. The Frankfort Square Park District reserves the right to remove anyone whose behavior endangers his or her own safety or the safety of others.

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 situation. The Frankfort Square 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, if reasonable; however, parents/guardians should understand that neither the park district nor its special recreation association (SRA) is a school or entity that employs medically licensed, trained, or certified staff. Also, the inclusion coordinator from the Lincolnway Special Recreation Association (LWSRA) should be contacted for additional guidance. Documentation should be maintained regarding problem behaviors, special accommodations, and behavior modification programs.

If the participant exhibits inappropriate actions, the following guidelines should be followed. The Frankfort Square Park District reserves the right to forgo any or all of these steps for behaviors that create a direct threat of safety to oneself, staff and/or other participants.

1. Program staff should determine the severity of the action and take prompt 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). 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 is severe, 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 parent should be ongoing regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including (but not limited to):
 - Transfer to another program where inappropriate behavior may be less prone to occur.
 - Limited/reduced timeframe that participant is allowed to attend the program.
 - Other suggestions or options staff or the parent/guardian may have.
 4. Requests for review of a staff decision by the participant and/or participant's parent/guardian should be directed in writing to the Executive Director. The Executive Director maintains the discretionary right to deny requests for review, overturn staff decisions, and/or ask for additional information before making a decision.

When to Contact the Police:

- If a participant makes a direct threat of hurting himself, call the parent/guardian immediately (so long as immediate police intervention is not needed, in which case call the police first). If a parent/guardian is not available, call the police.
- If a participant becomes overly aggressive and/or violent, call the police.
- If an individual enters into a program facility without permission and refuses to leave when asked by park district staff, call the police.
- Staff safety is of the utmost importance, if a staff member ever feels unsafe or threatened, or if they feel like there is an immediate danger, call the police.

