

# Circle of Friends

## Code of Conduct



**Dundee Township**  
Park District

*To support both participants and staff during the program, this Code of Conduct has been created. We ask you read and review it with your child(ren) so all involved parties are aware of behavior expectations for Circle of Friends. We value your support; the more the rules are followed, the more we can have F-U-N each day!*

### **As a participant, I promise to:**

- Show respect to all participants and treat them as I would like to be treated.
- Show respect to all staff and cooperate with their instructions.
- Use appropriate language towards other participants and staff.
- Respect the rights and beliefs of others and treat others with courtesy and consideration.
- Understand bullying, teasing, or using unkind words or behaviors towards fellow participants and/or staff will not be tolerated.
- Keep my hands to myself and respect the personal space of others. I will not deliberately cause bodily harm to other participants or staff by pushing, hitting, kicking, biting, or fighting.
- Respect the property of staff, other participants, and the school facility.
- Be responsible for my actions and understand that irresponsible behavior will result in disciplinary actions.
- Own it, accept it, and change it when I make a mistake.

### **COF Participant Discipline Policy**

A positive approach is used regarding discipline. Staff will periodically review rules with participants during the program session. Should a participant exhibit inappropriate actions, the severity of the action will be determined and the following steps will take place to correct it.

- First time offense: A verbal warning and a brief time out or redirect.
- Second time, same offense: A verbal warning and a brief time out or redirect plus child will participate in a reflection exercise, using a Reflection Form (if age appropriate).
- Third time, same offense: A verbal warning and age appropriate time out plus child will participate in a reflection exercise, using a Reflection Form (if age appropriate) and staff will contact parent/guardian. This may result in a Strike (see below).

*Staff may develop additional rules for each site as deemed necessary.*

### **To ensure a pleasant and safe environment for everyone, we have adopted the following three-strike\* policy.**

- First Strike:
  - Student will be removed from the group.
  - Parent will be called to pick up student immediately.
  - Formal warning issued requiring parent signature.
- Second Strike:
  - All of the above under First Strike.
  - Reminder: A third strike will result in dismissal from the program.
- Third Strike:
  - All of the above under First Strike.
  - Student will not be allowed to return to Circle for the remainder of the school year.

**The following behaviors are examples of behaviors that will result in a strike.**

- Physical assault
  - Push with intent to harm
  - Hitting with an object to harm
  - Spitting or using bodily fluid
  - Holding up against a wall with intent to harm
- Puts site in danger as a result
  - Running away from the group
  - Throwing items
  - Refusing to leave an area
- Repetitive behavior
  - Disrespectful language towards staff/participants
  - Unable to follow directions after many opportunities
  - Unsafe game/playground activity

\*Depending on the severity of the offense, the student may be removed from the program after any strike.

**COF Parent Code of Conduct**

*As a parent or guardian of a participant in the program, we ask you to:*

- Read the Parent Guide and the COF FAQ.
- Show respect to all staff.
- Listen when staff brings a concern to your attention and support them as a team member when it comes to following through on positive discipline.
- Advocate for your child by disclosing information regarding their health that might affect behavior or experience in the program.
- Appreciate the hard work of the staff in the program who care for your child(ren) after school.

The Dundee Township Park District reserves the right to dismiss a participant or parent whose behavior endangers his or her own safety or the safety of others. Each situation will be evaluated on its own merit. Participation is at will.

*I have read, discussed with my child, and understand the Circle of Friends Code of Conduct and the strike policy above. I understand that breaking or violating any rules in this code or others established at any time during the program will result in the consequences listed above.*

Participant Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_