

Solon Recreation Department Behavior & Discipline Policy

Programs offered by the Solon Recreation Department (including Community Center, Parks and Recreation, Solon Center for the Art, and Grantwood Golf Course) are a privilege for the participants, and therefore participants are expected to exhibit appropriate behavior at all times. The staff will strive to provide a safe, fun, educational and secure environment for the participants of its programs. The success of each program depends directly on the behavior of each participant. The following procedures will be followed if a participant misbehaves or breaks the rules. This procedure is used as a guideline, however, steps may be skipped if the situation warrants and will be up to the discretion of the Manager of each department.

Minor Participants: Parent cooperation and involvement is vital to the successful implementation of our discipline policy. We ask the parents read and discuss the rules and policies to the participants. Parents must realize that their child's behavior may determine what the staff and supervisors allow him/her to do while participating in the programs. Please answer any questions the child may have regarding your expectations as well as our behavior policies.

Immediate Dismissal: The Solon Recreation Department reserves the right to remove and suspend a participant from a program if they pose serious continual discipline problems, especially those in which their behavior endangers the safety of themselves or others, whether or not all of the steps in our discipline procedure have been completed.

Immediate Dismissal Examples:

- Any child who brings a weapon to camp (knife, blade, gun, explosive device, etc.) will be immediately removed from the program.
- Any child who *seriously* harms himself or another will be removed (physical and/or verbal abuse).
- Any child who makes a credible threat to hurt himself or others will be removed.
- Any child who verbally or physically abuses staff will be removed.

Documentation: All behavioral issues will be documented and may warrant an Incident Report. If needed, an incident report will be immediately completed by the staff, and submitted and reviewed by the Program Supervisor and/or Recreation Manager. They will then be furnished to parents for their review and signature.

Suspensions: The staff would like the program participants to have the best experience possible while participating in city programs. The staff will use a caring and positive approach with regards to discipline. The staff will differentiate discipline and use corrective action (e.g., positive reinforcement, firm statements, and redirection) in working with the participants to use appropriate and positive behavior while enrolled in our programs. Although the staff is committed to correct inappropriate behavior, suspensions may be necessary for repeat offenses or in the instance of a severe infraction. At the time of removal, participants will also receive the following suspensions:

- **Minor Infraction:** (*Threw fit when losing, hands to self, not listening to counselor, breaking general program rules, not following directions, mistreating supplies, not cleaning up, etc.*): Removal from the current program for the remainder of the season/session and removal from any other recreational programs as determined by the Manager.
- **Major Infraction:** (*Hitting, biting, spitting, stealing, inappropriate gestures, profanity, being mean to others – harmful actions*): Removal from the current program for the remainder of the season/session. Participants will also be suspended from all other recreational events and/or programs for six months to one year as determined by the Manager.

- Severe Infraction: (*Possessing a weapon, threatening severe harm on others, assault of others/staff, etc.*): Removal from all programs, memberships, and facilities offered through the City of Solon for one year.

Appeals: The Managers may suspend a participant for the use of City of Solon parks, facilities and programs, without an appeal, for a period of thirty (30) days. A participant that is suspended for more than thirty (30) days will be notified in writing within five (5) business days of the incident. The participant will have five (5) business days from the time of receipt of the notification to appeal the disciplinary action in writing stating why the individual should not be suspended. The appeal request must be sent to the Director of Recreation at 35000 Portz Parkway, Solon, Ohio 44139. The Director of Recreation will meet with the participant to discuss the incident and appeal.

General Rules:

- Listen to staff. If a child consistently refuses to follow directions, especially those that apply to his or her safety or the safety of others, city staff will contact the parents/guardian immediately.
- Respect other participants, staff, equipment, supplies, facilities and yourself.
- Keep hands, feet and other objects to yourself. Avoid all forms of horseplay including piggyback rides, pool dunking, hitting, kicking, pinching and picking each other up.
- Participate in the program activities, always show good sportsmanship and support other's ideas.
- Sticks, rocks, dirt, sand and mulch should never even be picked up!
- Participants should never leave the staff members, especially while on field trips.
- Profanity or negative talk will not be tolerated.
- Always pick up and put away any equipment, games or supplies that you used.
- Always tell the truth.
- Soiling of clothes repetitively is not permitted.
- If it's not yours, please leave it alone.
- If there is a problem, notify a staff member immediately.

I have read and understand the discipline/behavior policy for the Solon Recreation Department.

Participant Name: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____