



Alpharetta Recreation, Parks and Cultural Services Participant Conduct and Discipline Policy

POLICY STATEMENT:

Alpharetta Recreation, Parks and Cultural Services Department (ARPCS) strives to provide a positive and safe environment for all of its program participants. The Participant Conduct and Discipline Policy is designed to outline acceptable behavior for participants in recreation programs and to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior. (Camps and athletic leagues outline this policy/procedure in their handbooks.)

GUIDELINES FOR PARTICIPANT CONDUCT:

Participants in recreation programs will be expected to:

1. Listen courteously to the instructor/counselor and follow their instructions.
2. Be respectful of the instructor/counselor and other program participants.
3. Engage in class/camp activities as directed by the instructor/counselor to maximize learning.
4. Use ARPCS equipment as intended and instructed.
5. Support the maintenance of a positive, safe, and constructive learning environment.
6. Refrain from bullying, abusive conduct, and personal attacks of any kind directed toward the instructor/counselor, ARPCS staff, or any other participant. Participants who engage in bullying will be suspended immediately.
7. Refrain from yelling, speaking loudly, interfering or interrupting the orderly conduct of the program.
8. Refrain from soliciting others for personal financial gain.

Any participant who fails to adhere to the guidelines for participant conduct are subject to disciplinary action by the program instructor and ARPCS leading up to and including dismissal from the program.

DISCIPLINARY PROCEDURES:

❖ Minor offense:

1. First Offense: Instructor/counselor will give verbal warning to the participant.
2. Second Offense – children/youth: Instructor/counselor will put the participant in timeout. After two (2) timeouts have occurred, instructor/counselor will remove the child from class/camp for the remainder of the day and ARPCS will contact the parent/guardian. Children/youth removed from a class/camp will remain under the supervision of ARPCS until a parent/guardian arrives. The instructor/camp staff will notify ARPCS and the parent/guardian of the incident. After two (2) removals from class/camp, the participant will be suspended from the program for the remainder of the session.
3. Second Offense – teen/adult: Participant will be suspended from class for the remainder of the day. Participant teens under the age of 18 will be removed from class and ARPCS will contact the parent/guardian; the participant will remain under the supervision of ARPCS until a parent/guardian arrives. Adults will be expected to leave ARPCS property immediately. Any subsequent incident will result in suspension from the program for the remainder of the session.
4. For ongoing programs (classes, leagues), the participant will be suspended for a period of time as determined by instructor and ARPCS, not to exceed four (4) weeks.

Minor offenses include but are not limited to: Willfully not following instructions, being disrespectful toward other participants or staff, etc.

❖ Major offense:

1. First Offense: Participant will be suspended from class/camp for the remainder of the day by the instructor/counselor, and ARPCS will contact the parent/guardian. Participants under the age of 18 will remain under the supervision of ARPCS until a parent/guardian arrives. Parent/guardian of minor participants will be informed of the incident by the instructor/camp staff. Adults will be required to leave ARPCS property immediately.
2. Second Offense: Participant will be suspended from the program for the remainder of the session.
3. For ongoing programs (classes, leagues), the participant will be suspended by instructor and ARPCS indefinitely, depending on severity of offense.
4. Future participation in ARPCS programs will be subject to review and approval by ARPCS.

Major offenses include but are not limited to: Running away from the group; endangering oneself or others; bullying; threatening or deliberate profane language and physical aggression of any kind such as fighting, slapping, hitting, kicking, biting, etc.

Participants suspended from a program are not eligible for a refund of fees.

Instructor and ARPCS will document all incidents in an incident report; these will be kept on file by ARPCS.

*Approved by Alpharetta Recreation Commission
Date: June 14, 2012*