

White Lake Township Special Needs Program

SUBJECT: Code of Conduct.

POLICY: The code of conduct is designed to maintain an atmosphere that is pleasant, welcoming and respectful. Therefore all participants, guests, volunteers, chaperones and staff should avoid behavior which infringes on the rights, welfare and enjoyment of others.

To achieve this, all participants, guests, volunteers, chaperones and staff must avoid behavior including but not limited to:

- Physical assault, insulting or intimidating behavior directed at another
- Harassment, sexual or otherwise
- Aggressive or disruptive behavior
- Offensive language &/or lying
- Property damage &/or theft

PROCEDURE:

Should staff become aware of or observe inappropriate behavior at the program in the Senior Center or sponsored event, they are to follow the following steps:

Verbal Warning:

Step 1: Staff will privately address the program participant about what specific behavior is unacceptable, and that the behavior will not be tolerated. This step is considered a verbal warning that the behavior displayed is unacceptable and cannot occur again.

Step 2: If the program participant's behavior continues, the program participant's parent/caregiver will be contacted to be advised of situation and requested to come immediately to pick up participant. If the person chooses not to leave the building voluntarily upon arrival of his/her parent/caregiver, there will be no other choice then to enforce their removal by calling law enforcement for assistance. The conversation will be put in writing, and a copy given to the participant/caregiver.

Step 3 up to and including Program Revocation: May be issued if behavior persists. The program participant's parent/caregiver will be contacted to be advised of situation and requested to come immediately to pick up participant. If the participant chooses not to leave the building voluntarily upon arrival of his/her parent/caregiver, there will be no other choice then to enforce their removal by calling law enforcement for assistance. The conversation will be put in writing, and a copy given to the participant/caregiver. The program participant/caregiver may be advised that he or she will no longer be allowed to participate in the special needs program.

Reviewed with _____ on _____ by _____.