



Parks, Recreation & Community Services Department

Culver City Afterschool Recreation Program (CCARP) Code of Conduct

Purpose

The purpose of this Code of Conduct is to create a safe, welcoming, respectful, and enjoyable environment where all participants can learn, play, build friendships, and develop positive life skills. All participants, families, and staff are expected to support these standards.

Participant Expectations

All participants are expected to:

1. Show Respect

- Treat others with kindness, courtesy, and respect.
- Always use appropriate language.
- Respect differences in race, culture, religion, gender, ability, and personal beliefs.
- Listen when others are speaking.

2. Be Responsible

- Follow staff directions the first time they are given.
- Arrive prepared and participate positively.
- Clean up after activities.
- Take responsibility for personal belongings.
- Report unsafe situations to staff immediately.

3. Practice Safety

- Keep hands, feet, and objects to yourself.
- Use equipment only as instructed.
- Stay within designated program areas.
- Walk indoors unless instructed otherwise.
- Follow all emergency procedures.

4. Demonstrate Good Sportsmanship

- Encourage teammates and peers.
- Play fairly and follow game rules.
- Accept wins and losses respectfully.
- Include others whenever possible.

5. Care for Property

- Respect program equipment and facilities.
 - Do not damage or misuse property.
 - Report on broken equipment to staff.
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Prohibited Behaviors

The following behaviors are not permitted:

- Bullying, harassment, intimidation, or discrimination
- Physical fighting or threatening others
- Profanity, inappropriate language, or offensive gestures
- Theft or vandalism



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- Possession of weapons or dangerous objects
 - Possession or use of alcohol, tobacco, vaping devices, or illegal drugs
 - Leaving the program area without staff permission
 - Disruptive behavior that interferes with activities
 - Technology misuse, including inappropriate photos, videos, or social media activity
 - Any behavior that creates an unsafe environment
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Conflict Resolution

When disagreements occur, participants should:

- Remain calm.
 - Use respectful words.
 - Listen to others' perspectives.
 - Ask staff for assistance if needed.
 - Work together toward a positive solution.
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Behavior Correction Steps

Staff will respond to inappropriate behavior using the below tools whenever appropriate.

Step 1: Reminder

- Verbal reminder of expectations.

Step 2: Warning

- Discussion with participants about behavior and expectations.

Step 3: Program Coordinator Notification

- Staff contacts program coordinator to discuss the incident.

Step 4: Parent/Guardian Notification

- Staff contact parents or guardians to discuss the incident.

Step 5: Suspension or Removal

- Serious or repeated violations may result in temporary suspension or removal from the program.

Immediate suspension or removal may occur for serious safety violations, violence, possession of prohibited items, or conduct that places others at risk.

Parent and Guardian Expectations

Parents and guardians are expected to:

- Treat staff, participants, and families respectfully.
 - Follow program policies and procedures.
 - Pick up participants on time.
 - Maintain current emergency contact information.
 - Communicate concerns respectfully with program staff.
 - Support the program's behavioral expectations.
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Staff Commitment

Program staff will:

- Provide a safe, inclusive, and supportive environment.
- Treat all participants fairly and respectfully.
- Model positive behavior.
- Communicate clearly with participants and families.
- Address behavioral concerns consistently and respectfully.
- Maintain confidentiality whenever appropriate.

Reporting Concerns

Participants and families are encouraged to report concerns about safety, bullying, discrimination, or misconduct to program staff as soon as possible. Reports will be taken seriously and addressed promptly and fairly.

Acknowledgment

By participating in the Culver City Afterschool Recreation Program, participants and families agree to follow this Code of Conduct and support a positive environment for everyone.

Participant Name: _____

Participant Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____