

Personal Conduct Policy

Purpose:

The Aldo Leopold Nature (ALNC) is dedicated to remaining accessible to the community and general public while making every effort to provide safe and enjoyable experiences for our students, visitors and staff. ALNC puts forth the following policy in order to maintain a welcoming, safe and pleasant environment for all.

Scope:

Staff, volunteers, visitors and members of the public shall maintain reasonable personal conduct and decorum while on the premises owned by or under the control of the Aldo Leopold Nature Center, Inc. This includes, but is not limited to, ALNC's Monona and Black Earth campuses, facilities, and grounds. Members of the public, visitors, rental groups, student groups, teachers, chaperones, volunteers, and any ALNC staff who accompany them, shall not violate any of the below while on ALNC property or engaged in any ALNC-sponsored activity:

1. Individuals disturbing ALNC programming, public or private events or infringing upon visitor experience will not be tolerated. This includes, among other things, disruptive, harassing, abusive, indecent or threatening behavior or loitering on the premises.
2. No noisy, drunken, or disorderly person shall be permitted on ALNC grounds or in the facilities.
3. It is illegal to deface, destroy, remove or vandalize any property or natural growth.
4. All controlled substances and paraphernalia, identified in Chapter 161, WI State Statutes, shall be prohibited from use or possession.
5. It is considered trespassing to enter non-public areas or to remain on or in ALNC premises after having been notified not to do so.

Further, according to Wisconsin State Daycare Licensing Rules DCF 252 (b)1, "No licensee, employee, volunteer, visitor, or parent whose behavior gives reasonable concern for the safety of the children may be in contact with the children in care."¹ Thus, the Aldo Leopold Nature (ALNC) reserves the right to remove or ban individuals, following procedures below, who are in violation of the above listed statements or otherwise causing concern or interfering with a safe and pleasant experience and environment for students, visitors, and staff at ALNC.

Minor violations of these rules will first result in ALNC staff attempting to educate or **warn individuals** about these policies. If an individual continues to violate these policies, staff will provide notice and may order the individual to **leave for the day** without refund of any admission or program fees. Any conduct that threatens the life or safety of any person, unreasonably interferes with the intended use of ALNC, or is damaging to property, equipment, grounds or facilities may result in **immediate expulsion from the premises**. ALNC staff is authorized, and encouraged, to contact the Monona Police Department to respond to such situations, or in the case of individuals refusing to leave the premises. In all cases, ALNC staff shall record incidents and actions taken in an **ALNC Incident Report**.

¹ <https://dcf.wisconsin.gov/files/publications/pdf/2532.pdf>

In some instances, violations of this Personal Conduct Policy are subject to **banning from ALNC** from one (1) day to one (1) year. All such violations that are observed by ALNC staff or patrons shall be documented, and a "Notice of Ban" (below) will be shared with the individual, the Monona Police, and kept on file at ALNC.

This language is included in relevant program confirmations, rental contracts and other agreements regarding use of the facility or grounds. Signs containing a summary of this language are posted at the facility entrances of both ALNC campuses. This language is also found on the [Visit Us section](#) of our website.

Effective: 7/7/2017

Periodic Review: ongoing

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Authorized by: Mike Strigel, Executive Director

