

# **JAMESTOWN TEEN CENTER**

## **Student and Parent Guidelines**

The Jamestown Parks and Recreation Department would like to welcome you and your teen to our facility. To ensure that your teen gets the most out of our programs, we would like for you, along with your teen, to thoroughly read over some of our facility and program rules, code of conduct, and behavior standards. These guidelines are designed to inform parents/guardians and participants of the Teen Center what is expected of them while they are at the Teen Center.

### **WHO CAN PARTICIPATE?**

Teen Center participants must be in the 7th through 12th grades and be students in Jr. High or High School, or the equivalent if home schooled. Once a student has completed the 6<sup>th</sup> grade, they are welcome to register at the Teen Center.

### **REGISTRATION**

All potential Teen Center participants must fill out the Teen Center Code of Conduct and Waiver Forms and have them signed by their parent or legal guardian. Parents should carefully review the Parent Guidelines and the Code of Conduct with their teen before signing. Upon submission of these forms, all parents/guardians will receive a follow up phone call to ensure correct information. Registration forms are available at the Teen Center and Recreation Office, 41 Conanicus Ave. Teens and their parent or legal guardian will be required to provide the following information:

1. Current contact information, address, age and school.
2. Medical information, emergency contacts, and allergies.
3. Release of Liability Forms, signed.

### **DROP-IN FORMAT**

Participation in all Teen Center programs is on a drop-in, voluntary basis. Participants have unlimited in-out privileges. Staff is not responsible for teens when they leave the Teen Center. Please discuss with your teen when it is appropriate to leave the facility and with whom.

### **HOURS OF OPERATION**

The Teen Center's normal operating hours are:

**Monday through Thursday 2:00pm-6:00 pm**

**Fridays 2:00pm-9:00p**

The Recreation Center consists of three separate spaces, including the Teen Center, the lobby, and the gymnasium. Although the Teen Center is open, the lobby and gym may be used for additional programming, at which time teens should pass through the lobby directly into the Teen Center. The Open Rec Program for 3<sup>rd</sup>-8<sup>th</sup> grades runs Monday-Thursday from 3:00-5:00pm. At this time, the lobby and gym are to be used by the designated age group only. The rest of the building will be open to teens if other programs are not in progress. The Teen Center observes Town and national holidays, although special open hours may exist on these days. Hours and program schedules are subject to change, and Recreation Staff will make every effort to keep you and your teen informed. **The Teen Center Hours will remain the same during school vacations.**

## **SIGN-IN/OUT PROCEDURE**

All teens will be required to sign-in and sign-out EVERY time they enter or exit the Teen Center. They must use their correct first and last name, and the current time when entering or leaving, and write legibly. If a teen cannot sign-in/out properly, they may be suspended from participating.

## **PHONE USE.**

Phone use is made available to teens only to get in contact with their parent or guardian. Participants must ask a Staff member for permission before using the Teen Center phone. Participants using the phone will be required to indicate their phone call on the Phone Log Sheet. The Teen Center phone number is (401) 423-7261.

- Calls are not to exceed 5 minutes unless it is an actual emergency
- Participants are not allowed to answer a ringing phone
- Participants must be accompanied by a staff member while using the phone.

Phone use is a privilege and should not be abused. Failure to abide by these rules could lead to suspension, expulsion or removal from the Teen Center.

## **COMPUTER/HOMEWORK LAB USE**

The Computer/Homework Lab is available for Teen Center participants when it is open. Each participant must sign in prior to any computer use.

- Please limit internet surfing to 30 minutes.
- Use of Social Networking programs, including Myspace, AIM, etc. is prohibited.
- Priority use goes to those participants using computer time for homework
- The downloading of programs or questionable material is NOT ALLOWED.
- Please save any personal work on your own disk or flash drive.
- Limit printing to 6 pages, unless with permission from staff.
- Close all programs when finished.
- No food or drink is allowed in the Computer Area.
- No horseplay or any type of physical exertion is allowed in the Computer Area.

## **RESTROOM USE**

- Teens will be able to use the Recreation Center restrooms during all Teen Center hours.
- Participants wishing to use the restrooms may do so, one at a time.
- Any participant caught vandalizing or using the restrooms in any manner different from its intended purpose, may lead to suspension, expulsion or removal from the Teen Center.

## **JAMESTOWN TEEN CENTER CODE OF CONDUCT**

### **Participant Responsibilities**

- Participants shall be courteous and respectful of adults and fellow participants at all times.
- Participants shall obey general facility rules.
- Participants shall show respect for Town property and personal property of others.

### **Enforcement of Facility Rules**

-Facility rules will be enforced at all times, including, but not limited to: The Jamestown Recreation Center, the Teen Center, surrounding facility area, or while going to or from a Teen Center sponsored activity.

### **Suspension**

-There is good cause to suspend participants who exhibit continued and willful disobedience.

-Discipline at the Teen Center will be administered with firmness, fairness and consistency.

**If a participant becomes aware of any potentially dangerous and/or illegal situations regarding weapons, drugs, alcohol, fights, property damage, theft, etc. or has information regarding such, he/she is requested to report it to a staff member.**

## **PARTICIPANT BEHAVIOR STANDARD**

The following is a list of rules to guide participant behavior at the Teen Center. The list is not to be all inclusive. Parents should promote cooperation and agreement between the home and the Teen Center in an attempt to develop citizenship and high standards of behavior in our youth.

**Assault & Battery** - It is not permissible to commit assault or battery upon others while at the Teen Center. The Jamestown Police Department will be notified and all applicable state and federal laws will be enforced.

**Assault, Sexual/Battery** - It is not permissible to commit sexual assault or battery upon others while on Recreation Dept. property. The Jamestown Police Department will be notified and all applicable state and federal laws will be enforced.

**Bicycles** - Bicycles may not be used or brought inside the Recreation or Teen Centers. Bicycles must be left in the bike rack outside. The Town of Jamestown assumes no responsibility for thefts or vandalism.

**Cell Phones** - Cell phones and pagers must be put on silent or vibrate while inside the Teen Center. Any inappropriate behavior regarding text messaging and/or bullying through cell phones will not be tolerated. Parents will be notified of inappropriate behavior and possible suspension may occur.

**Dress** - Participants at the Jamestown Teen Center have the responsibility to dress and appear in a manner that promotes a safe, neat, clean and wholesome environment. Participants are expected to dress appropriately. The final authority for what is appropriate, safe, clean, and non-disruptive shall rest with the Teen Center staff. When necessary, the Jamestown School District dress code will be implemented to ensure adherence to the rules and regulations mentioned here of.

**Gambling** - Any form of gambling will not be tolerated.

**Harassment, Sexual/Hate Crimes** - It is not permissible to harass others while at the Jamestown Recreation Center. The Jamestown Police Department will be notified and all applicable state and federal laws will be enforced.

**Hazing** - It is against the law for a participant to engage in any hazing activity or threaten to engage in any activity that causes or is likely to cause harm or personal degradation to another participant. Threats or other forms of hazing should be immediately reported to the Teen Center Staff.

**Illegal Substance, Drug and Alcohol** - Use of or possession of any illegal substance at the Recreation and Teen Center, or at any Teen Center sponsored activity is grounds for immediate suspension. The Jamestown Police Department will be notified and state and federal laws will be enforced.

**Interpersonal Relationships** - Appropriate personal relationships are encouraged. The Teen Center policy is one of "hands off." Holding hands, arm-in-arm, sitting on laps, hugging and kissing are not appropriate while at the Teen Center. Sexual harassment will not be tolerated. Participants are expected to follow the instruction of Recreation Staff. If a participant disobeys any Recreation employee either by action or word, a parent/guardian will be notified and possible suspension may occur.

**Serious Injury, Attempting to Cause** - If a participant attempts to cause serious injury to another person, except in the case of self-defense, it will be recommended they be expelled permanently from the Teen Center. The Jamestown Police Department will be notified and all applicable state and federal laws will be enforced.

**Skateboards, Roller Skates/Blades, Skate shoes (“Heelies”), Scooters & Mopeds** - Skateboards, roller skates, roller blades, skate shoes, scooters, and mopeds are not to be ridden inside the Recreation or Teen Center facility. All skateboards and scooters must be placed in the appropriate location upon entering the facility. Failure to do so will result in the confiscation of the items to the Jamestown Police Department.

**Swearing, Profanity** - Participants are not to use profanity or vulgar language. Swearing will not be tolerated. Participants will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed.

**Theft** - Participants have the responsibility for taking care of their own possessions. Theft is a serious violation of the law and will be dealt with in a swift and often severe manner. Participants are discouraged from bringing large amounts of money or valuable items to the Teen Center. The Town of Jamestown is not responsible for any lost or stolen items brought by a participant in the facility. **Any participant who has stolen any equipment from the Jamestown Recreation Department or Teen Center will be permanently disqualified from participating in the Teen Center and any Teen Center activities.**

**Threats** - Threats of personal injury upon other participants or Staff are strictly prohibited and will be dealt with in a swift and severe manner.

**Tobacco, Possession of Tobacco and Smoking** - If a participant of the Teen Center has in his/her possession, tobacco or cigarettes, cigarette lighter, or matches, this is ground for suspension. Participants who are with other participants who are smoking should make a responsible decision to remove themselves from this area. Otherwise, they too, may be suspended. The Jamestown Police Department will be notified when participants are in possession of tobacco products.

**Vandalism** - Damaging town property or the property of others will not be tolerated. Depending upon the circumstances and severity of the situation, a police report will be made. In any matter regarding such situations however, incidents will be written at all times by the Teen Center staff to keep a record of such behavior. Teens and/or parents may be liable to pay for damages.

**Weapons Brought** - Any participant will be suspended and possibly expelled for possession of any firearm, knife, explosive or other dangerous object at the Jamestown Recreation and Teen Center or at any Teen Center sponsored activity on or off school grounds. Parents/guardians will be immediately contacted as well as the Jamestown Police Department.