



# Milpitas Teen Center

Parent/Participant Handbook

1325 E. Calaveras Blvd.

(408) 586-3296



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## **MILPITAS TEEN CENTER GENERAL INFORMATION**

The Milpitas Teen Center 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 to take a moment, along with your teen, to briefly read over some of our facility and program rules, regulations and code of conduct. These guidelines are designed to inform parents/guardians and participants of the Teen Center of what is expected of them while they are at the Teen Center.

### WHO CAN PARTICIPATE?

The City of Milpitas Recreation Services offers drop-in and after school programs at the Milpitas Teen Center. All programs are for Junior High and High School student, ages 12-17. The facility is open to both resident and non-resident teens alike at no or low cost. The Milpitas Teen Center hosts a number of daily activities, special events and summer fieldtrips. Refer to our Teen Newsletter to find a schedule of events.

### REGISTRATION

All potential Teen Center participants must fill out the Teen Center Registration Form signed by their parent or legal guardian. Registration Forms are available at the Milpitas Teen Center or on the City of Milpitas website ([http://www.ci.milpitas.ca.gov/pdfs/rec\\_teen\\_reg\\_form.pdf](http://www.ci.milpitas.ca.gov/pdfs/rec_teen_reg_form.pdf)). Teens and their parent or legal guardian will be required to provide the following information:

1. Current contact information, address, age, school
2. Medical Information, medications taken, allergies
3. Code of Conduct/Discipline Plan acknowledgment signed
4. Release of Liability signed

All teens will be required to have their parent or legal guardian sign the Teen Center Registration Form and review the Parent Handbook and Code of Conduct/Discipline Plan prior to their participation in the Teen Center drop in program.

### DROP-IN FORMAT

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

### HOURS OF OPERATION

The Teen Center has school year and summer hours.

School Year

Monday-Friday                      2:00-7:00pm

Summer (end of June-end of August)

Monday-Saturday                      12:00-9:00pm

The Teen Center observes City and national holidays. Hours and program schedules are subject to change without notice, although Staff will make every effort to keep you and your teen informed.

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

### Sign-In

When entering the Teen Center, and before participating in any activities; all participants will be required to sign in to state their attendance with their time of arrival.

### Sign-Out

Anytime a participant leaves the Teen Center, they will be required to sign out with their time of departure.

## **PHONE USE**

Phone use is made available to teens only to get in contact with their parent or guardian. Participants are always to 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 (408) 586-3296.

- No incoming calls to participants unless it's a parent or guardian
- Calls are not exceed 5 minutes unless it is an actual emergency
- Participants are not allowed to answer a ringing phone
- Participants must always 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.

## **RESTROOM USE**

- All Restroom Use Rules are posted.
- Participants wishing to use the restrooms may only do so with the permission of a staff member.
- Participants are NOT to use the restrooms as an entrance to the Sports Center.
- 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.

## **KITCHEN USE**

Participants are allowed access to the kitchen and all its amenities with the permission of a Staff member. Food and drink are allowed only in the Kitchen area.

- Participants are allowed to store food and drinks inside the refrigerator. Food must be consumed or removed that same day.
- No sodas in the freezer
- Microwave use is allowed in heating or cooking microwavable foods, in the correct containers.
- Participants are responsible for cleaning, storing or disposing of their utensils, plates and cups.
- Participants are responsible for their cleanup after Kitchen use.

## **COMPUTER LAB USE**

The Computer Lab is available for Teen Center participants only in 30-minute increments. Each participant must sign in prior to any computer use.

- Priority goes to those participants using computer time for homework
- The downloading of programs or explicit material is NOT ALLOWED
- Please save your personal work on your disk
- Limit printing to 6 pages
- Close all programs when finished
- No food or drink is allowed in the Computer Lab
- Always ask a staff member for assistance if you come across something you do not know how to do
- Chairs places inside the Computer Lab are to remain in the Computer Lab
- Do not change Screen Savers
- Horseplay or any type of physical exertion is not allowed in the Computer Lab

Failure to abide by these rules may lead to the suspension, expulsion or removal from the Teen Center.

## **FIELD TRIP FORMS**

Field Trip Forms are made available to Teen Center participants interested in attending a Teen Center sponsored Field Trips. Forms are to be filled in out completely by the parent or guardian of the participating teen, unless the teen is 18 years of age.

- Forms must be received at least one week in advance
- Forms must be submitted in person to a Teen Center Staff person

## **TEEN CENTER AREAS**

### Aquatics/Picnic Area

Participants are allowed to use the pool area during special Teen Center activities, only. Participants must receive permission from staff before entering these areas.

### Vending Machine Area

Soda and Snack Machines are location outside the Teen Center in the Vending Room of the Sports Center. Participants must receive permission from staff to use the machines.

### Front of Teen Center/Hallways/Parking Lot

No loitering is allowed in front of the Teen Center, the adjacent hallways or the parking lot. Participants and visitors are only allowed in the front area of the Teen Center if accompanied by a parent, guardian or Staff member. Loitering may lead to the suspension, expulsion or removal from the Teen Center.

### Milpitas Sports Center

Teen Center participants are allowed in the Sports Center, only if accompanied by a Staff member, parent or guardian or if an event hosted by the Teen Center is held at the Sports Center.

# MILPITAS 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 rules of the facility.
- Participants shall show respect for City property and the personal property of others.

## Fees, Fines and Assessments

- Fees, Fines, etc. are payable by check or cash.
- Checks should be made payable to the "City of Milpitas".
- There will be a fee charges for returned checks in the amount of the banks charge to the City.

## Education Code 48909

- California State Law makes parents fully responsible for losses of and damage to school and city property by students. (Teen Center Participants)

## Enforcement of Facility Rules

- Facility rules will be enforced at all times, including, but not limited to: The Milpitas Teen Center, or the Milpitas Sports Center, or while going to or from a City-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 Teen Center in an attempt to develop citizenship and high standards of behavior in our youth.

### Assault and Battery

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

### Bicycles

Participants may ride bicycles to the Teen Center providing that all traffic laws are obeyed. Bicycles must be locked to a bike rack to prevent theft. Signs are posted inside the Teen Center regarding this matter. The City of Milpitas assumes no responsibility for thefts or vandalism.

### Interpersonal Relationships

Appropriate personal relationships are encouraged. The Teen Center policy is one of "hands-off." Holding hands, arm-in-arm, sitting on lap, 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 Parks & Recreation Department staff. If a participant disobeys any City of Milpitas employee either by action or word, he/she will be considered defiant. Severe defiance will result in suspension.

### Dress

Participants at the 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 Milpitas Unified 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.

### Gangs

Wearing, carrying or physically displaying gang paraphernalia or making gestures that symbolize gang membership is prohibited and will be confiscated. Engaging in an activity that is gang related is prohibited.

### Harassment, Sexual/Hate Crimes

It is not permissible to harass others while at the Teen Center. The Milpitas Police Department will be notified and all applicable state and federal laws will be enforced.

### Hazing

It is against the law (EC 32051) for a participant to engage in any hazing activity or threatens 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 reports to the Teen Staff.

### Illegal Substance, Drug and Alcohol

Use of or possession of any illegal substance at the Teen Center, or at any city-sponsored activity is grounds for immediate suspension.

### Loitering

Participants are not to loiter in front of the Teen Center, Sports Center, and Calaveras Hill High School or in the parking lot.

### 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 expelled from the Teen Center. The Milpitas Police Department will be notified and all applicable state and federal laws will be enforced.

### Substances

Permanent felt pens; aerosol spray cans of any type, glue, and white out are not to be brought to the Teen Center.

### 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 Teen Center is not responsible for any lost or stolen items brought by a participant in the facility.

### Threats

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

### Skateboards, Roller Skates, Roller Blades, Scooters and Mopeds

Skateboards, roller skates, roller blades, scooters, and mopeds are not to be ridden on city property. This rule applies especially within the facilities.

### 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 Milpitas Police Department will be notified when participants are in possession of tobacco products.

#### Use/display of cell phones at the Teen Center

Cell phones and pagers are permitted at the Teen Center. However, the Milpitas Teen Center is not responsible for any loss, damage or stolen items.

#### Vandalism

Damaging city 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. Parents may be liable to pay for damages.

#### Weapons Brought

State law requires it be recommended that a participant be expelled for possession of any firearm, knife, explosive or other dangerous object at the Teen Center or at a city-sponsored activity on or off school grounds.

### Behavior Incident

1. Intervention - Private, verbal warning (without emotion)

### Recurrence ~ Second Incident

2. Intervention - ("Cool off" Time/Removal from the group, Discussion of the incident with staff: when the participant deem him/herself ready to follow the rules, he/she may re-join the group)

### Recurrence ~ Third Incident

3. Participant contacts parent by phone in the staff's/instructor's presence, indicating that the next incident will result in removal or suspension from the program. An Incident Report is completed by staff, documenting incident(s) and measures taken.

### Recurrence ~ Fourth Incident

4. Coordinator/instructor will contact the parent to remove the participant from the program. The child will be eligible to return to the program after the parent(s) attend a conference with the Coordinator/Instructor.

### Notes:

1. "Cool off" time can be used just for participants to reflect on their actions or write an explanation of their problem behavior. This can occur anywhere within the facility or just outside the facility where a staff member can monitor the participant.
2. Should a child need to be suspended and/or removed from a program, a parent must attend a conference with the Coordinator and/or Instructor prior to the participant being eligible to return to the program.
3. Participants start fresh each day.

The following behaviors will result in the **IMMEDIATE REMOVAL** of the participant:

1. **Fighting** (hitting/punching/kicking another participant, regardless of reason, or who hit first)
2. **Physical or verbal abuse or lying to a staff member**
3. **Direct abusive/obscene/profane language/gesture or behavior to other participants and/or staff**

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Assault/Battery – Assault/Battery upon any City of Milpitas Employee</b>	Parent Notification Police Notification Mandatory Expulsion		
<b>Threats – Threats Against City of Milpitas Personnel</b>	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
<b>Assault/Battery – Sexual Assault/Battery</b>	Parent Notification Police Notification Mandatory Expulsion		
<b>Defiance – Disruption, Defiance, Disrespect</b>	Parent Notification Possible Suspension	Parent Notification Up to 5 days Suspension	Parent Notification Up to 10 days Suspension
<b>Dress – Wearing Clothes that are Considered Inappropriate by Supervisory Staff</b>	Change Clothes Parent Notification Possible Suspension	Change Clothes Parent Notification Up to 5 days Suspension	Change Clothes Parent Notification Up to 10 days Suspension
<b>Gangs – Display of Gang Related Symbols, Clothing, etc.</b>	Change Clothing or Removal of Gang Related Articles	Same as First Offense Possible Suspension	Same as First Offense Possible Suspension
<b>Electronic Equipment – Use/Display of Pagers and Cell Phones</b>	Device Retained Until Claimed by Parents	Device Retained for the Duration of the School Year	
<b>Extortion/Robbery</b>	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Recommended Expulsion	
<b>False Information – Deception/Forgery</b>	Parent Notification Possible Suspension	Parent Notification Up to 5 days Suspension	Parent Notification Up to 10 days Suspension
<b>Fighting</b>	Parent Notification Up to 30 days Suspension Police Notification	Parent Notification Up to 30 days Suspension Police Notification	Parent Notification Police Notification Recommended Expulsion
<b>Harassment, Hate Crimes</b>	Parent Notification Police Notification Up to 30 days Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
<b>Harassment, Sexual</b>	Parent Notification Police Notification Up to 30 days Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
<b>Controlled Substance – Possession/Under the Influence of</b>	Parent Notification Police Notification Up to 10 days Suspension	Parent Notification Police Notification Mandatory Expulsion	

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Controlled Substances, Sale of</b>	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
<b>Drug Paraphernalia, Possession/Sale</b>	Parent Notification Police Notification Up to 10 days Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
<b>Loitering</b>	Parent Notification	Parent Notification Up to 10 days Suspension	Parent Notification Up to 20 days Suspension Police Notification
<b>Serious Injury, Attempting to Cause</b>	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
<b>Serious Injury, Caused</b>	Parent Notification Police Notification Mandatory Expulsion		
<b>Swearing – Profanity &amp; Vulgarity</b>	Parent Notification Possible Suspension	Parent Notification Up to 5 days Suspension	Parent Notification Police Notification Up to 10 days Suspension
<b>Theft</b>	Parent Restitution Police Notification Up to 10 days Suspension	Parent Restitution Police Notification Recommended Expulsion	Parent Restitution Police Notification Mandatory Expulsion
<b>Tobacco Use/ Possession</b>	Parent Notification Police Notification Possible Suspension	Parent Notification Police Notification Up to 5 days Suspension	Parent Notification Police Notification Up to 10 days Suspension
<b>Vandalism or Property Destruction</b>	Parent Restitution Police Notification Possible Suspension	Parent Restitution Police Notification Recommended Expulsion	Parent Restitution Police Notification Mandatory Expulsion
<b>Dangerous Weapons – Possess, Sell, or Furnish a Knife, Explosive, or Dangerous Object</b>	Parent Notification Police Notification Up to 10 days Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
<b>Dangerous Weapons – Possess, Sell or Furnish of a Firearm</b>	Parent Notification Police Notification Expulsion		
<b>Dangerous Weapons – Brandishing A Knife</b>	Parent Notification Police Notification Expulsion		