



Member Handbook

MISSION STATEMENT

Welcome to the Winston Teen Center!

Our vision is to partner with the Winston-Dillard School District and the community of Winston to provide a supportive environment to prepare students for success in school and the community.

The Winston Teen Center also strives to offer a safe, positive, and inviting place for local youth where everyone is welcome, valued, and respected.

PREFACE

The Winston Teen Center and related youth programs are a part of the Winston Area Community Partnership (WACP), and thus governed by the decisions of the WACP Board of Directors. The material covered within this member handbook is intended as a method of communicating to members and parents regarding general teen center information, rules and procedures. It is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

1 TEEN CENTER LOGISTICS

Hours of Operation

Monday - Thursday 3:00 p.m. - 6:00 p.m.

Friday Noon - 6:00 p.m.

Exceptions: The Winston Teen Center follows the WDSB calendar re Monday/Friday in-school days and extended hours (Noon- 6:00 p.m.) Christmas/Spring breaks &

summer
Holiday Closures New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Day (early closure New Year's Eve & Christmas Eve)

Whenever possible, in the event that the teen center will not be open at a normally scheduled time, information will be given to local schools to allow students to make alternate arrangements for after-school activities. Notices will clearly be posted on all teen center entry/exit doors.

Phone Number

The Winston Teen Center number is 541-784-2076

Phone Usage

The telephone will be available for use by members in appropriate situations with permission of center staff. Staff shall determine what is considered an appropriate use.

Only Teen Center staff are to answer the phone. Youth may not answer the phone.

Members are not allowed to directly receive phone calls at the center (including from parents/ guardians) as the staff is not allowed to confirm that any member is currently at

the center. Staff will advise the caller that, due to the safety policy, the staff are not allowed to give out information on whether members are currently at the center. However, staff may allow the member to return the call if the member is in the center.

USDA Meal Program

The Winston Teen Center participates in year round meal subsidy programs through the Federal government and receives assistance to serve healthy meals to children. The USDA and the Winston Teen Center are equal opportunity providers.

2 MEMBERSHIP

The Winston Teen Center and associated programs are available to youth within the Winston Dillard School District between the ages of 12 and 18 (or 7th grade through high school).

Application

Youth choosing to participate in any youth program sponsored by the Winston Area Community Partnership, not limited to, but including: the Winston Teen Center, Growing Healthy Kids, Shakespeare Time Youth Theatre Club, DHS Drama Club, CodeMasters, MineCraft Club, must have a current year application completed by a parent or guardian with the document on file in the Teen Center.

Dress Code

Youth participating in teen center or other related program activities, whether on- or off-site of the teen center, must adhere to a dress code of modest apparel. Apparel graphics referencing drugs, paraphernalia, alcohol, or profanity are not permitted.

Media Access To Members

For granting and promotional purposes, the teen center utilizes photographic images of teen activities. These images can be included on promotional material, in grant reporting and on program-related social media. Youth names are never associated with youth program generated images. Occasionally local media coverage of teen center and related youth program events also occur. Media representatives may interview and photograph members involved in center activities or events. Information obtained directly from members does not require parental approval prior to publication.

Parents who do not want their youth interviewed or photographed must indicate so in the appropriate section of the membership application. Parents should also direct their child accordingly.

Member Suggestions or Complaints

All members are encouraged to place suggestions or complaints into the suggestion box, advise the center staff, or bring them to the Teen Advisory Board meeting that is held monthly. Members are asked to enter these suggestions or complaints anonymously to help the board try to view them more objectively.

Membership Cards

All youth program participants must have an active membership card. Members are required to scan in upon arrival and scan out upon departure from the premises.

Permission Slips

Any member wishing to participate in an after-teen-center hours or off-site event MUST have a signed, parental/guardian permission slip authorizing such participation.

Special Events

Current membership is required for any participation in special events of the Teen Center and related youth programs including, but not limited to, teen center tournaments, holiday celebrations, and off site field trips.

Teen Advisory Board

A Teen Advisory Board is available to assist in policy and decision making regarding teen members and center activities. The Teen Advisory Board meets monthly at the teen center. Applications to be considered for advisory board membership are available through the teen center staff.

Visitors

To ensure the safety and welfare of members, visitors must report to program staff upon entering center property. Visitors are also required to sign out before leaving the teen center. Youth visitors must be eligible to attend the Winston Teen Center by age as well as agree to complete program paperwork and adhere to center policies/expectations. Adults may enter only to pick up their youth or volunteer in programs. For the protection of the minors in the center volunteers MUST complete and pass a background check - NO exceptions to the rule - including past members who have graduated or are out of school and over eighteen.

Volunteers

For the protection of the minors in the center, all volunteers will be subject to and must pass a background check. NO exceptions to the rule. This policy includes past members who have graduated or are over 18 years of age. This check will be provided at no cost to the volunteer.

All volunteers are required to complete a written application and be interviewed for the appropriate open volunteer position the applicant appears qualified for.

Successful volunteer applicants will be provided training in the philosophy, rules, disciplinary policies, and behavior expected of teen center members, as well as expectations/responsibilities of volunteers.

3 SAFETY

Accidents

Members must immediately report all accidents or injuries to program staff.

Background Checks

For the protection of the minors in the center, all staff and volunteers are subject to and must pass a background check. NO exceptions to the rule.

Check In/Check Out Procedure

Members are required to sign in by scanning their membership card. Members are also required to scan out before leaving the teen center. Attendance at the teen center is considered voluntary. Teen center staff is in no way responsible for those members who choose not to check in or attend the center on any given day.

The Winston Community Teen Center is a CLOSED campus. Members are to remain on campus from the time they check in until they check out.

Conduct

Members, staff, and volunteers are expected to treat each other with mutual respect and trust. The underlying principle in any code of conduct involves treating others as one would want to be treated.

Teen Center conduct expectations are summed up by the acronym of B.E.S.T.: Be safe, Encourage everyone, Show respect, and Take responsibility. All members, staff, and volunteers are expected to live by these simple guidelines to promote a positive environment. Cooperation, responsibility, and respect are keys to good conduct at the Winston Teen Center. Members, staff, and volunteers are expected to cooperate with others, be responsible for their behavior, and respect other people and property.

Philosophy

- We believe that developing self-discipline is fundamental to success in life
- We believe that effective discipline is necessary to assure a safe and orderly environment
- We believe that violations of rules that are known and understood must be followed by consequences that are as fair as possible, immediate, and inescapable

Implementation of Regulation

- All members will be informed of discipline system by the center staff when they become members.

- All rules will be fairly and equitably implemented.

Drills - Fire, Earthquake and Other Emergency Drills

No official fire or emergency drills will be held within the teen center. Staff will advise members and volunteers of emergency policies and fire escape routes. Fire escape routes and procedures will be posted in the center.

Drug, Alcohol, and Tobacco Prevention Program

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco is strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular center hours and/or at any center-related activity, regardless of time or location and while being transported in center provided transportation. Members in violation of the center's drug, alcohol, and tobacco policy will be subject to disciplinary action and referral to law enforcement, as appropriate, in accordance with the Member Code of Conduct.

Emergency Medical Treatment

A member who becomes ill or is injured at the center must notify center staff immediately. In the case of a serious illness or injury, 9-1-1 will be called for evaluation by trained emergency medical responders. Teen center staff shall attempt to notify parents according to information provided on member information forms and submitted by parents to the center. Parents are encouraged to update this information as often as necessary. Transport procedure will be regulated by emergency responders.

In the case of general illness, if the member becomes too ill to remain at the center, the member will be released to the member's parents or another person as directed by the parents on the members information form.

All teen center staff carry valid CPR/First Aid cards. If appropriate, center staff may administer emergency or minor first aid.

4 PERSONAL PROPERTY

The center does not limit the possession of personal property such as cell phones, personal video games, etc. However, all games used within the center shall be rated E 10+ and approved by staff. Youth-provided headphones must be used with any personal listening device. The member is responsible for the safety and care of such personal property. The center assumes no liability for loss or damage to personal property brought into the center.

Lost and Found

Any article found in the center or center grounds should be turned in to teen center staff. Unclaimed articles will be disposed of after 30 days. Loss or suspected theft of personal or center property should be reported to teen center staff.

Pets

No pets will be allowed on center property. Those members choosing to bring animals to the center will not be admitted with the pet.

Vehicles

- Bicycles ridden to the center by members must be parked in the designated area on the center grounds and should be locked.
- Skateboards and roller blades shall not be ridden on center grounds at anytime.

The center assumes no liability for loss or damage to vehicles or bicycles.

5 TEEN CENTER EQUIPMENT

Electronics

All music, DVDs, and videos shall be G or PG-13 rated and approved by teen center staff. All teen center listening devices must be used with headphones.

School Year Electronic Usage Policy

- Computer use for homework will be granted priority.
- To be allowed personal computer or video game time, the member must first complete either 15 minutes of homework, age-appropriate reading, academic enrichment game, or earn 1000 grains of free rice - all monitored/observed by staff. Teen center staff will explain Free Rice procedure.

Summer Electronic Usage Policy

- In order to use the computers or game consoles for one hour, members must either earn 500 grains of free rice OR read any book for fifteen minutes.
- Computer use exceptions to earning time: Completing homework, summer school work, applying for jobs, scholarships, or college, and/or coding.

6 DISCIPLINARY ACTION

The teen center staff has authority and control over a member while checked in and in attendance of the teen center during the regular hours of the center, at any teen center related activity, regardless of time or location and while being transported in a center provided vehicle.

Teen Center Discipline Policy/Due Process

A member who violates the Member Code of Conduct shall be subject to disciplinary action. Teen center staff or volunteers will begin with problem solving strategies and then progressively move toward larger consequences in order to help members be successful.

A member's due process right will be observed in all such instances including the right to appeal the disciplinary decisions of staff and administrators.

The teen center's disciplinary options include using one or more discipline management techniques, including counseling by staff, verbal warning, contact of parent, suspension, loss of privileges, expulsion/loss of membership, and/or referral to law enforcement.

Disciplinary measures are applied depending on the nature of the offense. Member's age and the past pattern of behavior of a member will be considered prior to any suspension or expulsion/loss of membership.

Members will be subject to discipline including suspension, expulsion, denial and/or loss of privileges and/or referral to law enforcement including/but not limited to:

1. **Bullying/Cyber bullying, hazing, harassment, intimidation, or menacing** - Willful and repeated harm inflicted resulting in mistreatment of others.
2. **Fighting** - Fighting can be defined as "mutual inappropriate physical aggression". Attempts will be made to determine whether a member is acting in self-defense or is the aggressor, but in most cases all participants will be disciplined. It is especially important to know that members who incite/encourage other students to fight are subject to disciplinary action. When appropriate, law enforcement will be contacted. Members who engage in fighting or assault are subject to disciplinary action up to and including suspension (minimum 10 days) and expulsion/loss of membership (maximum 1 year).
3. **Illegal substances** - The Winston Community Teen Center has a Zero Tolerance policy with regard to illegal substances, including paraphernalia, alcohol and tobacco. Members in possession of, using, selling, buying, or under the influence of any illegal substances are subject to immediate suspension and referral to law enforcement and to the teen center administration for disposition which may include legal prosecution and/or expulsion/loss of membership.
4. **Insubordination** - Open defiance of teen center staff or volunteers authority, including persistent failure to comply with the lawful direction of teen center staff or volunteers.
5. **Possessing, concealing or using a weapon** - Weapons may not be brought to the teen center. This includes any item that the law declares may not be carried concealed on or about one's person. These may include guns, nun-chucks, throwing stars, any explosive device, brass knuckles, fist packs or any knives. Keep in mind that anything which can be used to inflict bodily harm may be considered as a dangerous or deadly weapon. Members in violation of this policy are subject to disciplinary action up to and including suspension (minimum 10 days) and expulsion/loss of membership (maximum one year).
6. **Sexual Harassment** - The demeaning of an individual through sexual comments or advances.
7. **Threats and Rumors** - Members' conduct that tends to threaten or intimidate, and disrupt the teen center environment, whether on or off center property, will not be tolerated. The teen center prohibits member violence or threats of violence in any form. A member may not verbally or physically threaten or intimidate another member, teen center staff, volunteer or third parties on teen center property. A member also may not use electronic equipment belonging to the member or teen center to threaten, harass or intimidate another. Additionally, false threats, including false threats to teen center property, will not be tolerated. Consequences for these behaviors can include suspension, or for chronic offenders, expulsion or loss of membership. Members and parents are urged to remember that rumors are rarely true, are very difficult to stop or correct, and are grossly unfair to those subjected to them.

8. **Unauthorized Areas** - While scanned in to the teen center, members may not be in any area where they cannot readily be seen by staff or volunteers. Members in such areas are in an unauthorized area and are considered to be acting suspiciously or unsafely. These areas will be reviewed periodically with the teen center staff and volunteers.
9. **Vandalism, malicious mischief, theft** - Including willful damage or injury to teen center property or to private property on teen center premises or at teen center sponsored activities.
10. **Violent behavior or threats of violence or harm** - Spoken or written words that threaten teen center staff, member, volunteer, a group of people, or the teen center building are not to be used within the center at any time. Members in violation of this policy are subject to disciplinary action up to and including suspension (minimum 10 days) and expulsion/loss of membership (maximum one year).

7 ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Winston Community Teen Center Member Handbook, and I do commit to read the handbook and that I shall abide by its provisions.

I am aware that if, at any time, I have questions regarding the Winston Community Teen Center policies, I should direct them to the Teen Center Director or the Administrative/Youth Programs Manager.

I also am aware that the Winston Community Teen Center at any time may, on reasonable notice, change, add to, or delete from the provisions of this handbook.

Youth's Printed Name	Signature	Date
Parent/Guardian's Printed Name	Parent/Guardian's Signature	Date