City of West Hollywood’s

Recreation Services Division

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| **Teen Center Code of Conduct** |
| **In order to ensure the quality and enjoyment of Teen Center recreation programs and activities, and to promote a safe and positive atmosphere, all program participants shall abide by the following Code of Conduct:**   1. Teen Center participants shall act with respect towards staff and other participants, their privacy, and safety. Treat others the way you want to be treated. 2. Keep the Teen Center safe and fun. Be courteous, respectful, helpful, nice, and use only kind words. 3. Teen Center participants shall act with respect towards public and private property and equipment. Keep the Teen Center clean and tidy. If you make a mess, clean it up. 4. Profanity, physical, verbal abuse or threats of any kind will not be tolerated. |
| **Failure of participant to follow this Code of Conduct will result in disciplinary action, including (but not limited to):**   1. The participant will be given a verbal warning and staff will direct a more appropriate behavior. 2. The participant will be given a second verbal warning, which will include an explanation of what rule(s) have been broken and the consequences for future negative behavior. 3. Time out from the program or activity for (15) minutes, discussion with staff regarding the consequences. A phone call to the parent/legal guardian may also be required at this time. 4. Removal from Teen Center for the remainder of the day and suspension for the following day as well as a phone call to parent/guardian. 5. Meeting with participant, parent, Teen Center staff and/or Recreation Coordinator to discuss restriction on program participation. 6. In the event the participant continues to not meet the behavior expectations, he/she may be suspended or removed entirely from the program.   **Teen Center staff reserves the right to assess the severity of the behavior and begin corrective disciplinary actions to address the infraction. Parents will be contacted, and in the case of severe violations, the Sheriff’s Department will be contacted, as well. The Recreation Coordinator will review decisions which result in suspensions or expulsions from the Teen Center.** |
| **Photograph Release for all participants:**  Teen Center staff may take and use photos of participants for publicity purposes and are used in the City’s activity guide and other media publications. I hereby grant the City of West Hollywood permission to use my child’s likeness, name, voice, and words in any broadcast, telecast, or print media account of events or activities free of charge. |
| **My Child and I agree that she/he:**   * Is permitted to arrive and depart from the Teen Center as she/he wishes |

**I HAVE READ AND AGREE TO THE ABOVE RELEASES**

Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Participant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ /\_\_\_ /\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_