



**TEEN** Winston Community  
**center**

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# 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 are thus governed by the decisions of the WACP Board of Directors. The material covered within this member handbook is intended to communicate to members and parents 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement.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**

**NOTE:** Covid-19 is currently impacting the schedule cited below. Check website or Facebook for current status

### **School Year**

Monday - Thursday 2:30 - 5:30

Friday Noon - 5:30

Exceptions: The Winston Teen Center follows the Winston Dillard School District (WDSD) calendar in regards to Monday/Friday in-school days and offers extended hours (Noon- 5:30 p.m.) during Christmas/Spring breaks & summer

### **Summer**

Monday - Thursday 12:30 - 4:30

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 Winston Teen Center is an equal opportunity provider.

# **2 MEMBERSHIP**

The Winston Teen Center and associated programs are available to youth within the Winston Dillard School District (WDSB) and surrounding areas between the ages of 12 & in 7th grade (exception: younger youth already in 7th grade) and 18 or youth over 18 if still enrolled in high school.

## **Application**

Youth choosing to participate in any youth program sponsored by the Winston Area Community Partnership 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, shall dress in modest attire which is respectful of others. 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 notify the Teen Center Director in writing. Parents should also direct their child accordingly.

## **Member Suggestions or Complaints**

All members are encouraged to convey in writing suggestions or complaints to the center staff. Members may enter these suggestions or complaints anonymously if they feel it will facilitate a more objective review.

## **Membership Cards**

All youth program participants must have an active membership card. Members are required to sign in upon arrival and sign 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.

## **Visitors**

To ensure the safety and welfare of members, visitors must report to program staff and sign in upon entering center property. Youth visitors must be eligible to attend the Winston Teen Center by age, agree to complete/return program paperwork prior to next teen center facility usage, as well as adhere to center policies/expectations. Adults may enter **ONLY** to pick up their youth or volunteer with programs.

## **Volunteers**

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

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 background check will be provided at no cost to the volunteer.

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. Volunteers will sign in and out to document the time served in the teen center.

## **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 upon entering the teen center facility. Members are also required to sign out before leaving the teen center (up to two times per day). 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 an "Open Door" campus and youth are not required to be checked out by an authorized person.

### **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 Regulations**

- All members will be informed of the 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 member's information form.

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 openly within the center shall be rated E 10+ and approved by staff. Youth may not take photos or videos of other youth with personal devices. Teen center or 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. Registered service animals are, of course, welcome.

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

### **Electronics Usage Policy**

- Computer use for completing homework, summer school work, applying for jobs, scholarships, or college, and/or coding will be granted priority.
- To be allowed personal computer or video game console time, the member must first complete either 15 minutes of homework, age-appropriate reading, or an academic enrichment game (see staff for qualifying games for every half hour of computer/console time.

# **6 DISCIPLINARY ACTION**

The teen center staff has authority and control over a member while checked in and in attendance at 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 technique 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. Demonstration of such include, but is not limited to, words, signs, offensive jokes or statements, art work, email/text, pranks, violation of personal space, contact with body parts (implied or actual). Disciplinary action - 1st offense: verbal reprimand/counseling/parental contact subject to severity; 2nd offense: parental contact/suspension, minimum 1 week up to expulsion/loss of membership (maximum 1 year).
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 2 weeks) 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 substance are subject to immediate suspension and referral to law enforcement for disposition, which may include legal prosecution.
4. **Insubordination** - Open defiance of teen center staff or volunteer's authority, including persistent failure to comply with the lawful direction of teen center staff or volunteers. Disciplinary action - 1st offense: verbal reprimand & leave premises; 2nd offense: parental contact & minimum 1-week suspension.
5. **Possessing, concealing or using a weapon** - Youth may not bring weapons to the teen center. These may include, but are not limited to, 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. Disciplinary action - suspension (minimum 2 weeks) up to expulsion/loss of membership (maximum 1 year).
6. **Sexual Harassment** - The demeaning of an individual through sexual comments or advances. Demonstration of such include, but is not limited to, uninvited and unwelcome verbal or physical behavior of a sexual nature, requests for sexual favors, physical touch, or other conduct which creates an offensive, hostile or intimidating environment. Disciplinary action - 1st offense: verbal reprimand & leave premises; 2nd offense: parental contact/minimum 2-week suspension.
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 personal electronic equipment or teen center electronics 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 into the teen center, **members may not be in any area where members 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. An example of current unauthorized areas includes, but is not limited to, the lobby of the community center, community center hallways, and the loading dock area. These areas will be monitored periodically by the teen center staff and volunteers; and if in violation, the member will be asked to sign out of the Teen Center.
9. **Vandalism, malicious mischief, theft** - Including willful damage or injury to teen center or private property on teen center premises or at teen center-sponsored activities. Disciplinary action - suspension (minimum 2 weeks) up to expulsion/loss of membership (1 yr maximum).
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. Disciplinary action - parental contact plus suspension (minimum 2 weeks) up to expulsion/loss of membership (maximum 1 year).

**Proceed to next page for section 7 "ACKNOWLEDGMENT"**

## **7            ACKNOWLEDGMENT**

I acknowledge that I have been offered a copy of the Winston Community Teen Center Member Handbook, 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.

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Youth's Printed Name

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Signature

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Date