**The Teen Center Policy Packet**

First Friday of Every Month  
6:00 PM – 9:00 PM

Requirements

1. Youth must be 13-18 years of age to attend the Teen Center
2. Youth, as well as guardians, must sign in and out each day of the Teen Center
3. Youth and guardians must sign and agree to policy packet

The Teen Center Rules

1. There is a $2.00 fee at the door
2. Youth must ask Pawnee staff for permission before accessing any games, supplies, or activities. All games/activities are Pawnee property and should not leave the premises. All youth must be supervised by Pawnee staff while always using our games/activities/supplies.
3. Youth are responsible for any personal belongings they bring into the Teen Center. Pawnee is **NOT** liable for any damaged, lost, or stolen items.
4. Due to COVID-19, masks are required to be always worn by youth and staff.
5. No use of social media, cameras, video/voice recording, or pictures are allowed while at the Teen Center. The use of electronic devices should be limited to contacting guardians only.
6. Limited snacks will be provided by Pawnee to all participants of the Teen Center.
7. **Code of Conduct:**

Code of Conduct

The Teen Center is committed to providing a safe and welcoming environment for youths 13-18 years old. To encourage the safety and comfort of all participants and staff, the Teen Center asks all persons to abide by the Code of Conduct while at our facility and in Pawnee’s care. The actions listed below, which are not intended to be an all-inclusive list of behaviors, are considered inappropriate and are prohibited in our facilities and programs:

* The use, distribution, and/or possession of alcohol, tobacco, nicotine, and/or illegal substances while on Pawnee’s property or in Pawnee’s care.
  + This includes e-cigarettes and vapor devices
* Carrying or concealing a weapon or any device/object that may be used as a weapon
  + This includes, but is not limited to, pocket knives, pepper spray, guns, tasers, etc..
* Harassment or intimidation by words, gestures, body language, or any type of menacing behaviors
* Physical contact with another person in an angry, aggressive, or threatening way
* Verbally abusive behavior
  + This includes, but is not limited to, profanity, angry language, name-calling, derogatory slurs, etc...
* Sexually explicit conversations, behaviors, or body language; any sexual contact with another person
* Inappropriate, immodest, or sexually revealing attire
* Theft or behavior that results in the destruction or loss of property
* Loitering within Pawnee’s premises after being requested to depart the property
* Taking photos, videos, voice recordings of selves or others for personal or public use

Anyone who feels that this Code of Conduct is being violated should **immediately** report the behavior(s) to a Pawnee staff member on duty. Please notify a staff member if assistance is needed.

Suspension or termination of the Teen Center membership may result from a violation of this Code of Conduct. While an incident is being investigated, the membership of those accused of violating the Code of Conduct may be temporarily suspended pending a final decision.

Disciplinary Action

Failure to comply with the Teen Center rules and/or Code of Conduct will result in disciplinary action. The level of disciplinary action is based on the discretion of Pawnee staff. **Please note, disciplinary action may result in automatic suspension or termination depending on the severity of the violation.** The disciplinary process is as follows:

1. **Verbal Warning** – Verbal warnings are given when inappropriate action/behavior is not serious enough to warrant a written Disciplinary Action Form.
2. **Written Disciplinary Action Form** – After one verbal warning, or if the original infraction is severe enough, the participant will receive a written Disciplinary Action Form. Parents/Guardians will be contacted and informed of the written disciplinary action. The participant will be sent home for the remainder of the day.
3. **Suspension** – A second written Disciplinary Action Form will result in a suspension for a specified amount of time (1 to 2 Teen Center days). Parents/Guardians will be contacted, informed of the suspension, and the participant will be sent home for the remainder of the day
4. **Termination** – A third written Disciplinary Action Form will result in termination from the Teen Center for the remainder of the school semester or year. Participant may return to the program the following school semester or year. Parents/Guardians will be contacted, informed of the termination, and the participant will be sent home for the remainder of the day.
5. **Automatic Termination** – Participants will be automatically terminated for any illegal activity, including but not limited to, theft, smoking, possession and/or use of illegal substances, alcohol, nicotine, and/or tobacco, weapons or inappropriate materials; and/or endangering the safety of others by fighting, verbal abuse, harassment, threats, etc.. Other activities warranting automatic termination are left to the discretion of Pawnee staff.

Transportation

All participants of the Teen Center should be transported by their parents/guardians or drive themselves. Pawnee staff will **not** be providing transportation to or from the Teen Center.

COVID-19

Pawnee is taking precautions and have guidelines set in place due to COVID-19 to help keep staff and participants safe. Masks are required by all staff and participants and all involved will maintain 6 feet social distancing. By signing this packet, parents/guardians and youth are agreeing to accept that there is always a risk of COVID-19 when attending the Teen Center.

\* **Pawnee Mental Health Services is NOT liable for any injury to persons, damages to property, or stolen items. Parents/Guardians and youth are responsible for themselves and their property. \***

