

City of Cupertino
Recreation & Community Services Department
Creating a Positive, Healthy, and Connected Community

Cupertino Teen Center

Participant Handbook & Behavioral Agreement



CUPERTINO

Cupertino Teen Center
21111 Stevens Creek Blvd. Cupertino, CA 95014
Phone: (408) 777-1335 Fax: (408) 777-1305
www.cupertino.org/teens

Cupertino Teen Center General Information

The Cupertino Teen Center would like to welcome you to our facility. To ensure that you get the most out of our programs, we would like for you to take a moment to read over our facility and program rules, regulations, and codes of conduct. These guidelines are designed to inform participants of the Teen Center and what is expected of them while they are at the Teen Center.

WHO CAN PARTICIPATE?

The City of Cupertino Recreation and Community Services Department offers programs at the Cupertino Teen Center. All programs are for middle school and high school students, in grades 6-12. Cupertino residents, Cupertino Sports Center members, and Sports Center/Lifetime Tennis class participants may attend at no cost.

Non-Cupertino residents can participate at the Teen Center for a small cost. Day passes can be purchased for \$5 at the Teen Center, or a 10 day pass can be purchased at the Quinlan Community Center for \$40 which can be used at any time.

REGISTRATION

All Teen Center participants must completely fill out the Teen Center Registration Form, sign it, and have it signed by their parent or legal guardian. Registration forms are available at the Cupertino Teen Center, Quinlan Community Center and may also be downloaded from the Cupertino Teen Center's web page (www.cupertino.org/teens). Teens and their parent or legal guardian will be required to provide the following information:

1. Current contact information, address, age, school, grade
2. Pertinent medical information
3. Code of Conduct signed
4. Computer and internet use agreement signed
5. Release of Liability signed
6. Current School ID

Cupertino Teen Center Disciplinary Plan

Violation	First Offense	Second Offense	Third Offense
Assault/Battery – upon any City of Cupertino Employee or ANY Sexual Assault/Battery	Parent Notification Police Notification Mandatory Expulsion		
Threats – against City of Cupertino Personnel	Parent Notification Police Notification Up to 5 days Suspension Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
Defiance – Disruption, Defiance, Disrespect	Parent Notification Possible Suspension	Parent Notification Up to 5 days Suspension	Parent Notification Up to 10 days Suspension
Dress – Wearing clothes that are considered Inappropriate by supervisory staff	Change Clothes Parent Notification Possible Suspension	Change Clothes Parent Notification Up to 5 days Suspension	Change Clothes Parent Notification Up to 10 days Suspension
Gangs- Display of Gang related symbols, clothing, etc.	Change Clothing or Removal of Gang Related Articles	Same as first Offense Up to 10 days Suspension	Same as First Offense Recommended Expulsion
Extortion/Robbery	Parent Notification Police Notification Up to 10 days Suspension Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
False Information- Deception/Forgery	Parent Notification Possible Suspension	Parent Notification Up to 5 days Suspension	Parent Notification Up to 10 days Suspension
Fighting	Parent Notification Police Notification Up to 30 days Suspension	Parent Notification Police Notification Up to 30 days Suspension Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Harassment, Hate Crimes or Sexual	Parent Notification Police Notification Up to 30 days Suspension Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
Controlled Substances, Sale of or Under the Influence of/Possession	Parent Notification Police Notification Up to 10 days Suspension Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	

Cupertino Teen Center Disciplinary Consequences

Suspension/

Recommended Suspension

Suspension from the Teen Center requires the participant not attend/participate in any Teen Center activities/programs during the specified amount of time.

Expulsion/

Recommended Expulsion

Expulsion from the Teen Center requires the participant no-longer attend/participate in any Teen Center activities/programs.

Community Service

Community Service may be recommended or required by the Santa Clara County Sheriff's Department if a participant violates the penal code as a result of a violation of the Code of Conduct.

Please note any disciplinary action will be at the discretion of staff to determine future participation in Cupertino Recreation and Community Services sponsored events and done so on a case-by-case basis.

All Teen Center participants are required to have a completed registration form on file at the Teen Center. It is important for both participant and parent/ guardian to review the handbook to assure that rules and expectations are understood and met. Participation at the Teen Center is conditional based on this requirement.

DROP-IN FORMAT

Participation in the Teen Center programs is on a drop-in, voluntary basis. 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's typical operating hours are:

<u>Day</u>	<u>Fall –Spring</u>	<u>Summer</u>
Monday	Closed	12-6 pm
Tuesday	3-7 pm	12-6 pm
Wednesday	3-7 pm	12-6 pm
Thursday	3-7 pm	12-6 pm
Friday	3-7 pm	12-6 pm
Saturday	12-6 pm	12-6 pm
Sunday	Closed	Closed

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.

For current information, check www.cupertino.org/teens

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 with the Teen Center staff to confirm their attendance. The date and time of participant entry is recorded.

Sign-Out

Anytime a participant leaves the Teen Center, they will be required to sign out with Teen Center staff. The date and time participants leave is recorded.

PHONE USE

Phone use is made available to teens only to get in contact with their parent or guardian. The Teen Center phone number is (408) 777-1335.

Teen Center Phone Usage Rules

- No incoming calls to participants unless it's a parent or guardian.
- Calls are not to 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

Any participant caught vandalizing or using the restrooms in any manner different from their intended purpose may lead to suspension, expulsion, or removal from the Teen Center.

Tobacco, Possession of Tobacco, and Smoking

If a participant of the Teen Center has in his/her possession, tobacco, cigars, 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 Sheriff's Department will be notified when participants are in possession of tobacco products.

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 up 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.

Serious Injury, Attempting to Cause

If a participant **attempts to cause** serious injury to another person, except in the case of self-defense, they will be expelled from the Teen Center. The Sheriff's 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 while at the Teen Center. 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 to 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/Blades, Scooters, and Mopeds

Skateboards, roller skates, roller blades, scooters, and mopeds are not to be ridden on City property. This rule applies within the Teen Center as well.

KITCHEN USE

The Teen Center has a kitchen available for daily food preparation and storage. Only staff are allowed access to the appliances. The appliances available are, toaster oven, microwave, freezer and refrigerator.

Kitchen Usage Rules

- Participants are allowed to store food and drinks inside the refrigerator for one day. All items left overnight will be discarded.
- No sodas in the freezer.
- Microwave & toaster oven will be operated by staff only.
- Participants are responsible for cleaning, or disposing of their utensils, plates, and cups.
- Participants are responsible for their own cleanup after kitchen use.

FIELD TRIP FORMS

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

All forms must be received at least one week in advance.

Forms must be submitted in person to a Teen Center staff member.

COMPUTER USE

Computers are available for Teen Center participants only. Each participant must be logged onto a specific computer by a teen staff member.

- 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 own disk or

memory stick. Disk should not contain inappropriate files or programs.

- Close all programs when finished.
- No food or drink is allowed in the Computer Room.
- Always ask a staff member for assistance if you come across something you do not know how to do.
- Chairs placed inside the Computer Room are to remain in the Computer Room.
- Do not change Screen Savers, wallpaper, or settings.
- Horseplay is not allowed in the Computer room.

Use of any Social Networking Sites and/or Live Chat will be strictly monitored (i.e.: Facebook, Instagram, YouTube, etc...). Staff have the right to determine appropriate content and will enforce fitting consequences.

Failure to abide by these rules may lead to the suspension, expulsion, or removal from the Teen Center and/or determine future computer usage.

Please see the computer use agreement at the back of this handbook and return it with appropriate signatures by participant and parent/ guardian.

CUPERTINO TEEN CENTER CODE OF CONDUCT

Participant Responsibilities

- Participants shall be courteous and respectful of staff and fellow participants at all times.
- Participants shall obey all 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 “City of Cupertino”.
- There will be a fee charged for returned checks in the amount of the bank’s charge to the City.

Gangs

Wearing, carrying, or physically displaying gang paraphernalia is prohibited and will be confiscated. Making gestures that symbolize gang membership is prohibited. Engaging in an activity that is gang related is prohibited. The Cupertino Sheriff’s Department will be notified and all applicable state and federal laws will be enforced.

Harassment, Sexual/Hate Crimes

It is not permissible to harass others while at the Teen Center. The Sheriff’s 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 threaten 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 reported to the teen staff.

Illegal Substance, Drugs, 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. The Cupertino Sheriff’s Department will be notified and all applicable state and federal laws will be enforced.

Loitering

Participants are not to loiter in front of the Teen Center, Sports Center, or in the parking lot of City facilities.

Bicycles

Participants may ride bicycles to the Teen Center providing that all traffic laws are obeyed. The Teen Center provides a bike rack located close to the entrance. It is suggested that all bikes are locked to a bike rack to prevent theft. The City of Cupertino 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. Any form of sexual harassment will not be tolerated.

Participants are expected to follow the instruction of Teen Center and Recreation and Community Services staff. If a participant disobeys any City of Cupertino 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, clean, and respectful environment. Participants are expected to dress appropriately.

The final authority for what is appropriate, safe, clean, and non-disruptive will be determined by Teen Center staff. When necessary, the Fremont Unified School District and Cupertino Union School District dress code will be implemented to ensure adherence to the rules and regulations mentioned.

Gambling

Any form of gambling will not be tolerated.

Enforcement of Facility Rules

- Facility rules will be enforced at all times, including, but not limited to: the Cupertino Teen Center, the Cupertino 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.
- Final decision will be that of Cupertino Recreation & Community Services Staff. Attendance to the Teen Center is a privilege, not a right and will be treated as such.

If a participant becomes aware of any potentially dangerous and/or illegal situation 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. Please encourage your teen to be responsible and empower their honesty.

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 home and Teen Center in an attempt to develop citizenship and high standards of behavior in our youth.

Assault and Battery, Sexual Assault

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