

# Colony Park Community Center **TEEN CENTER**

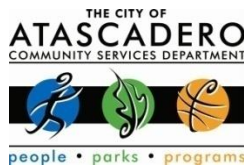
THE CITY OF  
**ATASCADERO**  
COMMUNITY SERVICES DEPARTMENT



people • parks • programs

## Parent & Participant Handbook

5599 Traffic Way  
805-461-5000



## COLONY PARK COMMUNITY CENTER GENERAL INFORMATION

The Colony Park Community Center would like to welcome you and your teen to our facility. To ensure that your teen gets the most out of our programs, we would like for you to take a moment, along with your teen, to briefly read over some of our facility and program rules, regulations and code of conduct. These guidelines are designed to inform parents/guardians and participants of the Teen Center what is expected of them while they are at the Teen Center. **The parent/guardian is responsible to reimburse the City of Atascadero for any damage caused or equipment theft as determined by the Department Director. By signing the Teen Waiver you agree to these terms.**

### WHO CAN PARTICIPATE?

All participants allowed in the Teen Center must be 7<sup>th</sup> through 12<sup>th</sup> grades AND be students in Jr. High, Middle School or High School. The facility is open to both resident and non-resident teens alike with a \$10 yearly membership fee (scholarships are available).

### REGISTRATION

All potential Teen Center participants must fill out the Teen Center Waiver Form signed by their parent or legal guardian. Registration forms are available at the Colony Park Community Center staff desk or online at [www.atascadero.org](http://www.atascadero.org). Teens and their parent or legal guardian will be required to provide the following information:

1. Current contact information, address, age and school
2. Medical information, medications taken, and allergies
3. Release of Liability signed

All teens will be required to have their parent or legal guardian sign the Teen Center Registration Form and review the Parent handbook and Code of Conduct prior to their participation in the Teen Center.

### DROP-IN FORMAT

Participation in all 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 normal operating hours are:

#### School In Session

Monday-Friday	3:00 pm-6:00 pm
Saturday	CLOSED
Sunday	CLOSED

#### School Holidays

Monday-Friday	12:00-6:00 pm
Saturday	CLOSED
Sunday	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.

## **SIGN-IN/OUT PROCEDURE**

### Sign-In

All teens will be assigned a Teen Center Membership Card. When entering the Teen Center, and before participating in any activities; all participants will be required to scan their membership card in our system to state their attendance. The date and time of participant entry is then recorded.

### Sign-Out

Anytime a participant leaves the facility through the Teen Center they do not need to scan their card. They may go when they please.

## **PHONE USE**

There is no public phone access at the Teen Center. Teens and parents need to coordinate communication options.

## **CAFÉ**

The Community Center has a Café which is operated by NCI Affiliates. The Orange Dog Café accepts cash and credit cards. Any food purchased at the Café can be consumed in the Café Lounge or on the Café Patio. Food or drink is not allowed in the Teen Center.

## **COMPUTER/HOMEWORK LAB USE**

The Computer/Homework Lab is available for Teen Center participants when it is open. Each participant must sign in prior to any computer use.

- Please limit internet surfing to 30 minutes
- All computers are equipped with Net Nanny for the safety of users
- Priority use goes to those participants using computer time for homework
- The downloading of programs or questionable material is NOT ALLOWED
- Please save any personal work on your disk or jump drive
- Limit printing to 6 pages
- Close all programs when finished
- No food or drink is allowed in the Computer Lab
- No horseplay or any type of physical exertion is allowed in the Computer Lab

Failure to abide by these rules may lead to suspension, expulsion or removal from the Teen Center.

## **FRONT OF COMMUNITY CENTER/HALLWAYS/PARKING LOT**

No loitering is allowed in front of the Community Center, the adjacent hallways or the parking lot.

---

## COLONY PARK COMMUNITY CENTER TEEN CENTER CODE OF CONDUCT

### Participant Responsibilities

- ❖ Participants shall be courteous and respectful of adults and fellow participants at all times.
- ❖ Participants shall obey general facility rules.
- ❖ Participants shall show respect for City property and personal property of others.

### Education Code 48909

- ❖ California State Law makes parents fully responsible for losses of and damage to school and City property by students/Teen Center participants.

### Enforcement of Facility Rules

- ❖ Facility rules will be enforced at all times, including, but not limited to: The Colony Park Community Center, the Teen Center, surrounding park area, 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.

**If a participant becomes aware of any potentially dangerous and/or illegal situations 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.**

---

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

### **Assault & Battery**

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

### **Assault, Sexual/Battery**

It is not permissible to commit sexual assault or battery upon others while at the Colony Park Community Center. The Atascadero Police Department will be notified and all applicable state and federal laws will be enforced.

### **Bicycles**

Participants may ride bicycles to the Community Center providing that all traffic laws are obeyed. Bicycles must be locked to a bike rack to prevent theft. The City of Atascadero 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. Sexual harassment will not be tolerated.

Participants are expected to follow the instruction of Community Center staff. If a participant disobeys any City of Atascadero employee either by action or word, he/she will be considered defiant. Severe defiance will result in suspension.

## **Dress**

Participants at the Colony Park Community Center have the responsibility to dress and appear in a manner that promotes a safe, neat, clean and wholesome environment. Participants are expected to dress appropriately.

The final authority for what is appropriate, safe, clean, and non-disruptive shall rest with the Teen Center staff. When necessary, the Atascadero Unified School District dress code will be implemented to ensure adherence to the rules and regulations mentioned here of.

## **Gambling**

Any form of gambling will not be tolerated.

## **Gangs**

Wearing, carrying or physically displaying gang paraphernalia or making gestures that symbolize gang membership is prohibited and will be confiscated. Engaging in an activity that is gang related is prohibited.

## **Harassment, Sexual/Hate Crimes**

It is not permissible to harass others while at the Colony Park Community Center. The Atascadero Police 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 threatens to engage in any activity that causes or it likely to cause harm or personal degradation to another participant. Threats or other forms of hazing should be immediately reports to the Teen Center.

## **Illegal Substance, Drug and Alcohol**

Use of or possession of any illegal substance at the Colony Park Community Center, or at any City-sponsored activity is grounds for immediate suspension.

## **Loitering**

Participants are not to loiter in front of the Colony Park Community Center or in the parking lot.

## **Serious Injury, Attempting to Cause**

If a participant attempts to cause serious injury to another person, except in the case of self-defense, it will be recommended they be expelled from the Colony Park Community Center. The Atascadero Police 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 Community Center.

## **Swearing, Profanity**

Participants are not to use profanity or vulgar language. 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 City of Atascadero is not responsible for any lost or stolen items brought by a participant in the facility.

**Any participant who has stolen any equipment from the Colony Park Community Center will be permanently disqualified from participating in the Teen Center and any City of Atascadero Teen Center activities.**

## **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, Roller Blades, Scooters & Mopeds**

Skateboards, roller skates, roller blades, scooters, and mopeds are not to be ridden on City property. This rule applies especially within the facility.

## **Tobacco, Possession of Tobacco and Smoking**

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

## **Use/Display of Pagers and Cell Phones at the Teen Center**

Cell phones and pagers must be turned off while inside of the Computer Lab during Homework time.

## **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 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 to be recommended that a participant be expelled for possession of any firearm, knife, explosive or other dangerous object at the Colony Park Community Center or at any City-sponsored activity on or off school grounds.

## COLONY PARK COMMUNITY CENTER DISCIPLINE PLAN

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Assault/Battery Assault/Battery upon any City of Atascadero employee	Parent Notification Police Notification Mandatory Expulsion		
Threats Threats against City of Atascadero personnel	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
Assault/Battery Sexual Assault/Battery	Parent Notification Police Notification Mandatory Expulsion		
<b>Defiance, Disruption, Disrespect</b>	Possible Suspension	Up to 5 day suspension	Up to 10 day suspension or Possible Expulsion
Dress-Wearing clothes that are considered inappropriate by supervisory staff	Change clothes Possible Suspension	Change clothes Up to 5 day suspension	Change clothes Up to 10 day suspension
Gangs-Display of gang related symbols, clothing, etc.	Change clothes or Removal of Gang Related Articles	Same as first offense Possible Suspension	Same as first offense Possible Suspension
Extortion/Robbery	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Recommended Expulsion	
False Information- Deception/Forgery	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Recommended Expulsion	
Fighting	Parent Notification Police Notification Up to 30 day suspension	Parent Notification Police Notification Up to 30 day suspension	Parent Notification Police Notification Recommended Expulsion
Harassment, Hate Crimes	Parent Notification Police Notification Up to 30 day suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Harassment, Sexual	Parent Notification Police Notification Up to 30 day suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Controlled Substance- Possession/Under the Influence of	Parent Notification Police Notification Up to 10 day suspension	Parent Notification Police Notification Mandatory Expulsion	

Controlled Substance-Sale of	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
Drug Paraphernalia, Possession/Sale	Parent Notification Police Notification Mandatory Expulsion		
Loitering	Possible Suspension	Up to 10 day suspension	Up to 20 day suspension Police Notification Possible Expulsion
Serious Injury, Attempting to Cause	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
Serious Injury, Caused	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
Swearing-Profanity & Vulgarity	Warning Given Possible Suspension	Up to 5 day suspension	Up to 10 day suspension Possible Expulsion
Theft	Parent Restitution Police Notification Up to 10 day suspension	Parent Restitution Police Notification Recommended Expulsion	Parent Restitution Police Notification Mandatory Expulsion
Tobacco Use/Possession	Police Notification Possible Suspension	Police Notification Up to 5 day Suspension	Police Notification Up to 10 day Suspension
Vandalism or Property Destruction	Parent Restitution Police Notification Possible Suspension	Parent Restitution Police Notification Recommended Expulsion	Parent Restitution Police Notification Mandatory Expulsion
Dangerous Weapons-Possess, Sell or Furnish a knife, explosive or dangerous object	Parent Notification Police Notification Up to 10 day suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Dangerous Weapons-Possess, Sell or Furnish of a Firearm	Parent Notification Police Notification Mandatory Expulsion		
Dangerous Weapons-Brandishing a Knife	Parent Notification Police Notification Mandatory Expulsion		