



Eclipse Teen Center Guidance and Discipline Policy

The goal of the Eclipse Teen Center is to provide a safe, fun environment for teens where they feel comfortable expressing their individuality. It is the hope of the Staff that all members treat the Teen Center, fellow teen members, and the Staff with respect and also demonstrate proper behavior.

Sometimes, it becomes necessary to deal with inappropriate behavior, quickly, professionally, and in a compassionate manner.

The underlying goal of this policy is to reinforce that **all behaviors, (appropriate and inappropriate) and their consequences, are in the teen member's control.**

Parents and teens must read this policy and sign page 2 of the membership packet.

Minor Infractions:

- Swearing
- Disrespect to staff of other members
- Not signing into an area
- Going into an unauthorized area
- Misuse of equipment (game and fitness equipment, instruments)
- Going to restricted websites (live journals, chat rooms, and instant messaging)

- Throwing snowballs
- Inappropriate activity in the bathroom
- Inappropriate behavior on field trips

The actions taken may or may not consist of any one or more of the following:

1. Verbal Warning – Teen member is asked to stop the inappropriate behavior.
2. Written Warning – Incident Report filled out by staff and signed by parent and teen member or more of community service upon return.
3. Removal and restriction from that activity and incident Report filled out, or community service at ETC.
4. Suspension from ETC, (1 day-2 weeks)

Serious Infractions:

- The use or possession of drugs on our property. (This includes: alcohol, tobacco, or illegal drugs).

Repeated Minor Infractions

- The use of weapons and lighters
- Bullying/Intimidation
- Stealing*
- Harassing or inappropriate touching of staff or other members
- Vandalism
- Physical threats
- Attempts to injure
- Throwing items out of a bus or van
- Purposely breaking equipment*
- Going to inappropriate websites

The consequences of these infractions are as follows:

1. Incident Report and suspension starting at but not limited to two weeks. One week or more of community service upon return.
2. Termination of membership for at least one year.

***Restitution for stolen and/or broken items.**

—————→ **Over**

- Measures should be reasonable and appropriate to a teen's understanding and need.
- All behavioral infractions will be documented and put in the teen's membership folder.
- Suspensions include all Club programs. (ex. YBD Basketball, Club Basketball, Wrestling, Swim Team, and Vacation Programs).
- Continuous inappropriate behavior may result in a permanent removal from the program and revocation of Club membership.
- The Eclipse Teen Center will inform parents of the availability of information and referral for services and shall provide this information on request of parent(s).
- When the teen is terminated from the program, it is reviewed by the Chief Professional Officer, Teen Director and Staff, and will be presented to the teen/parent in a manner consistent with the teen's/parents ability to understand.

Parental Behavior

The following may be reasons for a teen's termination from a program or Teen Center membership, and will be determined by the Chief Professional Officer and/or Program Director. Parental inappropriate behavior includes:

- Disrespect, humiliation, harassment, or ridicule directed to staff, parents or coaches.
- Disrespect to the Teen Center and/or program by speaking poorly of staff and/or management.
- Speaking inappropriately to other teens.
- The inappropriate touching, pushing or shoving of staff or teen members.
- Asking personal questions of teen members or staff

All concerns regarding other teen members should be addressed to the Teen Center staff, Director or Chief Professional Officer.

Confidentiality will be maintained at all times toward Eclipse Teen Center members and their families. Staff and Administration are available to schedule mutually convenient meetings to discuss any problems or conflicts.



(A & B) MEDIA RELEASE POLICY

TO ALL PARENTS AND GUARDIANS:

(A) INTERNET:

The Boys & Girls Club of Salem/Eclipse Teen Center is located on the Internet at <http://www.salembgc.org>. As part of our web site, we would like to include artwork and writing by teen members as well as photographs of our teen members participating in our many activities. If you agree to have your teen's work and pictures of your teen considered for inclusion on the web page, please check the corresponding "Yes" or "No" box on page 2 of your membership form. Thank you.

(B) PHOTOGRAPHS AND VIDEO:

With permission, photographs/images of your teen may be used for informational and educational purposes related to the Boys & Girls Club of Salem and the Eclipse Teen Center. Photographs/images will be used to help illustrate and explain programs and/or events of The Boys & Girls Club of Salem and Eclipse Teen Center. The use of images may include special event videos, photo collages, and local newspaper coverage.

If you agree to allow permission of the use of photographs/images of your teen for informational and educational purposes related to the Boys & Girls Club of Salem and Eclipse Teen Center, please check the corresponding "Yes" or "No" box on page 2 of your membership form. Thank you.



(C) INTERNET ACCESS & COMPUTER USE POLICY

User Responsibilities:

Teens are responsible for any website they go to and should be cautious of anything inappropriate and disrespectful to others. Be sure to behave appropriately when using electronic communication.

NO adult content, swears, instant messenger, myspace, or games with killing involved.

Club members are not to reveal their own or others' personal home address or home phone numbers. You must notify your parent(s)/guardian(s) and a Club staff member immediately if any individual is trying to contact you for illicit or suspicious activities.

Please do not give out personal information. When using e-mail, please use extreme caution in revealing any information of a personal nature. Providing personal information about another person, which may include a home address or home telephone number, is not allowed. If you fail to comply, you will be asked to leave.

User Guidelines:

- No Club member will be allowed to access the internet with out the signed written consent of a parent or guardian.
- All internet access will be under the supervision of Club staff.
- Use of the internet will be prioritized. Salem School District assignment research and project/homework completion supercedes all other internet/computer use.
- Users shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users or misrepresent other users while using the computers.
- Hate mail, harassment, discriminatory remarks and other inappropriate behavior are not permitted.
- Malicious use of the computers/internet to development programs that harass other users or infiltrate a computer or computer network and/or damage the software/hardware components of a computer or computer network is not allowed.
- Use of the internet to access or process pornographic material, inappropriate text files or files that may be dangerous to the integrity of the Club's computer network is not allowed.
- The downloading of software program, video or music from the internet is not allowed.
- No additional computer programs can be installed on the Club's computers without the consent of Club staff.
- Use of the computers for the purchase and/or sale of any physical item or service is not allowed.
- From time to time, the Club will review these policies and will make determinations regarding the use of computers and internet. Suggestions from Club members and parents are welcome.

Member:

I understand and will abide by the terms and conditions for Internet access and computer use policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken.

Parent:

As the Parent or Guardian I have read the terms and conditions for Internet access and computer use for the Eclipse Teen Center. I understand that this access is designed for educational purposes and the Eclipse Teen Center has taken reasonable precautions to prevent access of inappropriate material. However, I also recognize that it is impossible to prevent access to all inappropriate materials and I will therefore not hold the Club responsible for materials viewed, acquired, or communicated on the Internet or private accounts accessed. I understand that if my son/daughter should commit any violation, his/her access privileges may be revoked and disciplinary action may be taken.

After reading, please check the corresponding "Yes" or "No" box on page 2 of your membership form!



(D) OPEN DOOR & IDENTIFICATION CARD (ID) POLICY

Teen Responsibilities:

- Upon first visit and membership payment, teens must have a photo taken for ID purposes, and must sign the ID waiver upon receipt of their ID.
- Teens will not be permitted into the Eclipse Teen Center without an active membership, and ID at any time unless otherwise stated. Staff may make exceptions on the premise that the teen will be charged a fee for each entry without either their ID.
- Teens must scan-in & out at all times when entering/leaving the Eclipse Teen Center.
- The replacement cost for a lost ID is \$5.00 non-refundable.
- IDs are not to be washed or tampered with. Any teens with damaged IDs that do not work will be charged the \$5.00 replacement fee.
- Upon membership renewal, if an ID is worn or does not work correctly due to normal wear and tear, a new ID may be granted at the staff's discretion.

As a member, I understand and will abide by the terms and conditions of the open door and ID policy. I further understand that any violation of the regulations is unethical and may constitute further disciplinary actions. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken.

Parent:

Our open door policy requires the scanning-in and out of our facility by teens. Parents are not required to sign a teen out, and are encouraged to implement their own rules regarding times and places where teens should be. Although we will always recommend teens to make the right choice we cannot prohibit a teen from leaving the premises.

IDs do not contain a teen's contact information, but do contain a photograph and name for entry, identification and emergency purposes.

As the Parent or Guardian, I have read the terms and conditions for of the open door and ID policy for the Eclipse Teen Center. I understand that this policy is designed for safety and security of the teens and staff at the Eclipse Teen Center. I understand that if my son/daughter should commit any violation, fees may be applied, his/her access privileges may be revoked and disciplinary action may be taken.

(E) MOVIES POLICY

I allow my child to watch PG-13 rated movies while at the teen center. All PG-13 Movies will be approved by the club staff.