



Santiam Teen Center

Teen Center Registration Form

The Santiam Teen Center requires that each teen who participates in activities and events is registered by a parent or guardian. The following information should be provided by the parent or guardian and then updated as necessary. All the information will be kept confidential.

Participant Information:

First Name: _____ Last Name: _____
 Birthdate: _____ Age: _____ Male: _____ Female: _____
 School Attending: _____ Grade: _____
 Home Address: _____
 City: _____ State: _____ Zip Code: _____
 Teen Email: _____ Teen Cell Phone: _____

Participant Medical Information:

Allergies: No _____ Yes _____ If yes, what: _____
 Current or past medical conditions our staff should be aware of: _____

 Any medications staff should be aware of: _____
 Permission to call 911 for ambulance in case of emergency: No _____ Yes _____

Parent/Guardian Information:

First Name: _____ Last Name: _____
 Home Phone: _____ Cell Phone: _____
 Email: _____
 Home Address: _____
 City: _____ State: _____ Zip Code: _____
 Relationship to Participant: _____

First Name: _____ Last Name: _____
 Home Phone: _____ Cell Phone: _____
 Email: _____
 Home Address: _____
 City: _____ State: _____ Zip Code: _____
 Relationship to Participant: _____

Emergency Contact Person – Other than Parents Listed Above:

First Name: _____ Last Name: _____
 Home Phone: _____ Cell Phone: _____
 Relationship to Participant: _____

First Name: _____ Last Name: _____
 Home Phone: _____ Cell Phone: _____
 Relationship to Participant: _____

Code of Conduct & Neutral Zone

The Santiam Teen Center is a Neutral Zone for all youth, staff and volunteers. No hate, harassment, intimidation, or discrimination are allowed on the premises at any time. The Teen Center is open for all youth regardless of Color, Creed, Faith, Sexual Orientation, Lifestyle, etc. **You are expected to respect all others while you are here.** Behaviors which violate the Neutral Zone will result in consequences at the staff's discretion. Repeated inappropriate behavior will result in increased consequences.

Our Code of Conduct and Neutral Zone policy includes but is not limited to:

Youth initial by each policy as well as sign/date at bottom to recognize that you understand these expectations.

- ___ 1. Upon arrival at the Santiam Youth Center, I must sign in with a staff member.
- ___ 2. I will sign out with a staff member upon departure from the Youth Center and understand that my family and I are responsible for my transportation home. Staff/Volunteers are **never** allowed to drive me home.
- ___ 3. Be responsible for my own behavior/conduct.
- ___ 4. Support and abide by the Teen Center staff/volunteers and follow their directions.
- ___ 5. Be honest and trustworthy in my participation at the Teen Center and always have a positive attitude.
- ___ 6. Show respect to others, peers and adults, by being courteous and respectful. I will not intimidate, bully, put others down or be disrespectful in any way. I will not threaten any violence, written, typed, spoken or "getting in someone's face". No posturing/physical intimidation: following someone outside and being physically threatening. This includes offensive and intimidating language.
- ___ 7. No weapons of any kind are permitted: no guns, knives or other weapons.
- ___ 8. No smoking/tobacco: Smoking or using tobacco products in, on, or within the surrounding area of the Santiam Teen Center's property.
- ___ 9. No gang, drug, tobacco or alcohol dress, symbols or other expressions.
- ___ 10. Be free from the possession and consumption of drugs, alcohol and tobacco, or perceived to be under the influence of drugs or alcohol.
- ___ 11. No drug dealing/possession of drugs at the Teen Center or within a two block radius. This includes actions or statements which give the appearance of doing so.
- ___ 12. Use appropriate language: I will not swear or use insulting, vulgar or offensive language.
- ___ 13. Refrain from possession of fireworks and other flammable objects, including matches/lighters.
- ___ 14. I will not use my phone unless there is an emergency or I need to contact my parents. If there is an emergency communicate with staff/volunteer immediately.

____ 15. Abide by the Teen Center “hands off” policy. I will not partake in sexual behavior in the Teen Center.

____ 16. Be respectful of Teen Center property, no intentional destruction of property or graffiti. I will use materials and equipment in a safe manner so items are not damaged or lost. If I break or damage something in a purposeful manner, I am responsible to replace it.

____ 17. Be respectful of others property. Not steal or borrow anything without the owner’s permission.

____ 18. Report any problems or issues, including issues with others and their behavior, to the staff/volunteer. I will ask for their help and communicate my needs with them.

____ 19. Accept the consequences for my inappropriate behavior.

- Removal from the Teen Center for a day.
- Contact with my parents/guardians.
- Suspension from the Teen Center for multiple days.
- Contact with the Stayton Police Department.
- Permanent dismissal from the Teen Center.

____ 20. I consent to the use of my photo for marketing purposes. YES____ NO ____ If I do not consent it is my responsibility to inform the one who is capturing media of my choice.

I have read, understand and pledge to follow these standards of behavior in order to make the Santiam Teen Center a safe, fun, and positive environment, for myself and for all members of the Santiam Teen Center.

Youth Signature Date

Parent Signature Date

Staff Signature Date

Santiam Teen Center

Progressive Discipline Procedures

The progressive discipline procedures*** is divided into two sections, common behavior infractions and criminal activity. The first consequence listed is for first time offenses, the second/third consequence is for on-going and repeated infractions.

1. Inappropriate language: (1) verbal warning, (2) written notification, (3) call home, and asked to leave.
2. Inappropriate wardrobe: (1) verbal warning, (2) written notification, asked to leave until dressed appropriately.
3. Inappropriate computer use: (1) verbal warning, (2) written notification, removal from computer, (3) call home, and asked to leave.
4. Public displays of affection (kissing, sitting on laps, etc): verbal warning, (2) written notification, (3) call home, and asked to leave.
5. Not following staff/volunteer directions: (1) verbal warning, (2) written notification and asked to leave, (3) call home and multiple days suspension.
6. Being disrespectful to staff/volunteer and others: (1) written notification and asked to leave, (2) call home, and multiple days suspension.
7. Possession of tobacco, lighter, or fireworks, etc. (1) written notification and asked to leave, (2) call home, and multiple days suspension.
8. Smoking or use of tobacco: (1) written notification and asked to leave, (2) call home, and multiple days suspension.
9. Possession of any weapons: (1) written notification and asked to leave, (2) call home and multiple days suspension.

The following are crimes, parents and police department will be notified.

1. Bullying, verbal, cyber, or physical.
2. Destruction of property and vandalism.
3. Gambling.
4. Violence, fighting.
5. Possession or under the influence of drugs or alcohol.
6. Dealing drugs.

I have read, understand and pledge to follow these standards of behavior in order to make the Santiam Teen Center a safe, fun, and positive environment, for myself and for all others of the Santiam Teen Center.

Youth Signature Date

Parent Signature Date

Staff Signature Date

***Please note. This is a living document. All behavior infractions and the corresponding consequences are subject to change at the discretion of the Teen Center. Youth and parent/guardian input regarding the progressive discipline policy and procedures are highly encouraged.