

## **EDGE Teen Center STUDENT CODE OF CONDUCT**

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The following is a list of expectations and responsibilities to guide participant behavior and create a safe and inclusive environment at EDGE Teen Center ("EDGE"). Parents/guardians should promote cooperation and agreement between the home and EDGE in an attempt to develop citizenship and high standards of behavior in our students.

### **EDGE Responsibilities**

The welfare and safety of students is the prime consideration and responsibility of EDGE Teen Center. EDGE board, staff, and volunteers are committed to providing a safe, respectful, and accepting environment for every student who walks through our doors.

EDGE does not permit discrimination or harassment based on race, color, national origin, citizenship status, religion, sex, economic status, age, disability or sexual orientation. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing an individual. This policy applies to all activities of EDGE Teen Center and includes all activities on teen center property and all teen center-sponsored activities.

All board, staff, and adult volunteers at EDGE are mandated reporters in the state of Ohio. Child abuse and/or neglect are recognized as serious conditions by the Ohio General Assembly. In accordance with ORC Section 2151.421, teen center staff and volunteers will report suspected cases of child abuse and/or neglect to the proper legal authorities. EDGE staff and volunteers will cooperate with community agencies for suspected cases of abuse and/or neglect.

### **Participant Responsibilities**

EDGE is open to students in grades nine (9) through twelve (12).

Each year, every student is required to complete a new Student Registration Form, which must be signed by both the student and his/her parent/guardian. Information on the form is entered into the EDGE database, which allows EDGE staff to track participation and have access to emergency contact information for each student. Students and parents/guardians are also required to read and sign off on the expectations and responsibilities listed below (in alphabetical order), chief among them:

- Participants shall be courteous and respectful of staff, volunteers, and fellow participants at all times.
- Participants shall obey general facility rules.
- Participants shall show respect for EDGE property and personal property of others.

### **Belongings**

Students are responsible for their own belongings and are expected to keep track of anything they bring to EDGE.

### **Bullying, Violence, or Threatening Behavior**

Bullying, violence, or threatening behavior, including but not limited to fighting, hazing, assault, battery, sexual assault, sexual harassment, sexting, and involuntary sexual advances, will not be tolerated at EDGE. 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, they are expected to report it to an EDGE staff member. In the event of any incident of bullying, violence, or threatening behavior, the Butler County Sheriff's Office may be notified and all applicable state and federal laws will be enforced. Each participant's parents/guardians will also be contacted and school officials notified. These measures are in addition to any discipline implemented by EDGE staff, up to and including expulsion.

### **Cameras**

We have cameras throughout our facility to maintain the safety of students, staff, and volunteers.

### **Check-In and Check-Out**

All students are required to check in and out at the Welcome Desk as soon as they arrive at EDGE. This serves three purposes:

- Parents/guardians, school officials, and EDGE staff will be able to track when students arrive to EDGE;
- EDGE staff will know how many people are in the building at any time; and
- Students have the ability to check in again if they need to return to their schools for after-school activities.

It is the responsibility of parents/guardians to set guidelines with students regarding whether or not they are allowed to leave EDGE during open hours. EDGE staff are not responsible for enforcing that students remain at EDGE as long as they go through the proper check-in and check - out process. It should be noted that EDGE staff will prohibit students from leaving EDGE without being picked up by a parent/guardian in the event of bad weather, or if they deem safety conditions to be hazardous.

### **Computer Access**

Use of EDGE computers requires that students only access appropriate sites. Most inappropriate sites have been blocked, but when asked to leave a site, students must immediately do so.

Computers will always be given to students that require them for schoolwork before any other students can use them. Failure to comply with computer policies will result in the loss of computer privileges at EDGE.

### **Concealed Weapons**

Anyone with a weapon, including concealed weapons, will not be allowed into the center, including adults. A dangerous weapon is a gun, knife, razor, or any other object, which, by the manner it is used or intended to be used, is capable of inflicting bodily harm. In cases that clearly a gun or any weapon is used in a threatening manner, the police will be called and the individual will be subject to immediate disciplinary procedures including permanent expulsion from the center.

### **Dress Code**

EDGE shares the same dress code as the Lakota Local School District. Students are allowed to change clothes when they arrive at EDGE only if it is required for a school activity (e.g. marching band or sports practice). Students will be asked to change if their clothing does not fit these standards, and they will be required to leave if they are unable or refuse to do so. Parents/guardians will be notified.

### **Emergency Preparedness Drills**

Quarterly, EDGE staff members will lead students through emergency preparedness drills to ensure all participants in EDGE programming are aware of what to do during a variety of emergency

situations (fire, tornado, active shooter, etc.). These drills are for the safety of EDGE students, staff, and volunteers, and everyone who is in the center on the day of a drill is expected to participate.

### **Equipment Check-Out and Use**

In order to track student use of EDGE equipment, EDGE students who would like to use recreational equipment such as video gaming equipment, pool sticks, air hockey paddles, ping pong paddles, etc., must go to the Welcome Desk and follow the equipment check – out process. The EDGE student will request the equipment wanted to check out and then sign the clipboard stating the equipment that was checked out. EDGE equipment must be returned before closing. If the student does not turn in their item by the end of the day, they will not be able to play with it for the next day. Any damage to EDGE equipment caused by inappropriate use is the responsibility of the student, and costs to repair/replace the equipment will be charged to the student and his or her parents/guardians.

### **Fees**

The annual fee for EDGE's after-school program for the 2019-2020 academic year is \$75 per student or \$50 per student in addition to completing five (5) hours of community service through EDGE. Payment is due in full by Friday, August 23, 2019, or thereafter within one (1) week of a student's first visit to EDGE. No teen will be turned away for an inability to pay. If you are unable to pay in full by that date, please contact EDGE at annie@edgeteencenter.com to receive a financial assistance waiver form.

### **Food and Drinks**

Students are permitted to bring outside food and drinks into the teen center, or to purchase snacks and beverages from our cafe for a small fee. We also provide a variety of healthy snack options for free as often as possible.

Food and drinks are permitted in all areas of the teen center except the video gaming room and on any of our gaming tables (pool, air hockey, ping pong, etc.).

### **Gambling**

All forms of gambling are prohibited within EDGE.

### **Illegal Substances**

Use of or possession of any illegal substance, including drugs and alcohol, at EDGE or at any EDGE-sponsored activity is grounds for immediate suspension. If a student is caught using or in possession of an illegal substance, the Butler County Sheriff's Office will be notified, and all applicable state and federal laws will be enforced. The student's parent/guardian will also be contacted, and school officials notified. These measures are in addition to any discipline implemented by EDGE staff, up to and including expulsion. Additionally, any student who appears to be under the influence of an illegal substance when arriving at EDGE may face disciplinary actions up to and including suspension/expulsion, and parents/guardians will be contacted.

### **Loitering**

Out of respect for the businesses and individuals that surround EDGE, students are required to stay on EDGE's property during after-school hours. Only students who are waiting for pick-up may be in front of EDGE; congregating in the front is prohibited. Students who have signed in to EDGE's after-school program must remain inside the building or in the designated outdoor area behind EDGE when the garage door is open and as permitted by EDGE staff.

## **Media**

MUSIC: EDGE has subscriptions to music services to play over the teen center loudspeaker. With permission of EDGE staff, students may choose songs from the approved playlists.

VIDEO GAMES: Students are permitted to check out and use any of EDGE's video games. Any additional games that students wish to play must be approved by EDGE staff. Games that have aggressive, violent, or other inappropriate content are not permitted.

MOVIES: Any movies played at EDGE will be rated G, PG, or PG-13.

## **Parent Pick-Up/Closing Time**

It is the responsibility of parents/guardians to arrange for your child's transportation home from EDGE. EDGE staff is NOT permitted to transport students for any reason, including to their home at the end of the day, other than to/from officially sanctioned teen center events. Students must leave the EDGE facility when staff departs at 6 pm. If you have an issue, please contact [meagana@edgeteencenter.com](mailto:meagana@edgeteencenter.com) to discuss possible arrangements.

EDGE reserves the right to prevent a student from being picked up by any person (including parent/ guardian) who appears to be impaired. It is our responsibility to practice risk management and safety for all involved. If, for any reason, EDGE staff feels that the person picking up the student may constitute a safety hazard, staff is required to retain the student and contact another authorized adult listed on the Student Registration Form.

## **Photos**

Students are not permitted to take, look at, or share inappropriate photos.

## **Profanity/Cursing**

Students are expected to show respect to others through both their actions and words. Students are asked to refrain from using profanity. Students will be warned several times to stop using profanity before a punishment occurs. Failure to refrain from profanity could lead to suspension, and parents/guardians will be notified.

## **Public Displays of Affection**

Appropriate personal relationships are encouraged. However, public displays of affection (PDA) are discouraged. Hand-holding is acceptable, but sitting on another's lap, kissing, and inappropriate touching are not acceptable.

## **Skateboards, Scooters, Bikes**

Skateboards, scooters, bikes and other recreational modes of transportation may not be used inside the EDGE building, or in the parking lots of the businesses and properties surrounding EDGE except for when being used as transportation to get to or from EDGE.

## **Smoking**

EDGE is a non-smoking establishment, and smoking is prohibited at all times and in all indoor and outdoor areas of EDGE, regardless of age. This includes juuls, e-cigarettes, and vaping.

## **Theft**

EDGE is not responsible for valuables brought into the building. Participants are discouraged from bringing valuable items or large amounts of money to EDGE, and all participants have the

responsibility for taking care of their own possessions. Any student who believes he/she is the victim of theft should report missing items to EDGE staff as soon as possible. Theft is a serious violation of the law, and the Butler County Sheriff's Office may be notified, and all applicable state and federal laws will be enforced. The student's parent/guardian will also be contacted. These measures are in addition to any discipline implemented by EDGE staff, up to and including expulsion.

### **Transportation of Students**

Transport of EDGE participants by EDGE staff will only happen for officially sanctioned teen center events. Students being transported by EDGE staff must have an additional signed permission slip specifically for transport to that event only. The only exception to this rule is for students who participate in EDGE's community service program, who must complete an Emergency Contact Form and have a signed permission slip that is valid for participation in community service projects for one (1) academic year.

### **Vandalism**

Damaging EDGE Teen Center property or the property of others will not be tolerated. All incidents will be documented by EDGE staff to keep a record of such behavior. **Parents/guardians may be liable to pay for damages.** If the damage is deemed excessive, the Butler County Sheriff's Office will be called to investigate and a police report will be filed. Repair/Replacement costs will be charged to the student and his or her parents/guardians.

### **Violations of EDGE's Code of Conduct**

Violations of these policies will be dealt with and investigated on a case-by-case basis. Parents/guardians and/or police will be called in the event of serious violations.

Violations of the Expectations and Responsibilities will be written up and kept on file. In addition, violations shall be handled as follows:

- Violation #1: Verbal Warning. The student will receive a verbal warning from an EDGE staff member.
- Violation #2: Written Warning. Staff will communicate the specific violation to the student and parent if appropriate. The violation will be written up on an EDGE Incident Report Form. The student must also complete one (1) hour of community service at EDGE.
- Violation #3: Suspension. The student will be written up again and will be suspended from EDGE for a period of time designated by EDGE staff. EDGE staff will communicate the incident and suspension to the student's parent/guardian. In the event of a suspension, a scheduled meeting with the student, parent/guardian, and EDGE staff may be required prior to the student's return to EDGE.
- Violation #4: Expulsion. The student will be banned from EDGE and all EDGE-sponsored events.

Please note that based on the severity of the incident, EDGE staff has the right to skip any steps in the violation process at their own discretion.