City of Costa Mesa | Parks and Community Services Department | Teen Program
Active Net Activity # 22198

DRC Teen Center Parent Information

Requirements:

1. Teens are **REQUIRED** to have a registration form on file and signed by a parent/guardian.
2. Each day, teens MUST sign in and sign out.

One-on-One Assistance: The city strives to make reasonable accommodations for participants with special needs or developmental disabilities. The city does not offer structured inclusion services to teens requiring one-on-one assistance or supervision during program hours. A 1-on-1 aid provided by the teen's family/guardian will be accepted with proper documentation. For documentation requirements, please contact: joshua.boggs@costamesaca.gov

Administration of Medication: If your teen needs medication to be administered by Teen Program staff while at the Teen Center, you must fill out a "Request for Administration of Medication" form. Please request the form via email: joshua.boggs@costamesaca.gov

Teen Center Rules:

1. **School Rules = Teen Center Rules:** All school rules apply, and participants are responsible for obtaining the student handbook from their school.
2. **Signing-In/Out**: Participants MUST sign in and out each day they visit the Teen Center. Participants have permission to sign themselves out of the Teen Center at any time. After participants leave the Teen Center, Teen Program staff do not provide supervision and are not responsible for them.
3. **Harassment:** Harassment, also known as bullying, by a participant of another participant or Teen Program employee based on race, religion, color, national origin, ancestry, handicap, disability, medical condition, sex, sexual orientation, dressing according to gender identity, or age, will not be tolerated and is subject to immediate removal from the Teen Center.
4. **Respect:** Teen Center participants shall behave respectfully to Teen Program staff and fellow participants. All participants should treat others the same way they would like to be treated. Violation of this policy includes, but is not limited to, loud, disruptive, obscene, profane, or abusive language, verbal or physical threats, or stealing.
5. **Inappropriate Behavior**: Inappropriate behavior, spitting, teasing, sexual behavior, gambling, fighting, being under the influence of drugs/alcohol, or anything else deemed inappropriate by Parks and Community Services Department Staff will not be tolerated. Depending on the severity of the infraction, these actions may result in an automatic suspension or expulsion. The Costa Mesa Police Department will be immediately notified of any illegal activity, and there are **NO EXCEPTIONS**.
6. **Conflict Resolution:** Participants experiencing harassment, disrespect, or inappropriate behavior from another participant should report the problem to Teen Program staff immediately.
7. **Personal Belongings:** Personal belongings should not be left unattended. The city is not responsible for lost, stolen, or damaged items within the Teen Center. Additionally, personal belongings brought to the Teen Center may not interfere with program activity or pose a safety concern to employees or participants.
8. **Illegal/Inappropriate Material:** Illegal or inappropriate material will result in a suspension or expulsion, depending on the severity of the situation. Possession of weapons, drugs, or alcohol is strictly prohibited.
9. **Photography/Recording:** Participants must obtain consent to photograph or record staff or other participants on their cell phones or cameras.
10. **Social Media**: Uploading photos of other participants or staff that have been distorted or altered with inappropriate content on social media will result in immediate disciplinary action.
11. **Dress Code:** Participants must be fully clothed at all times. Clothing that shows bare midriffs, undergarments or contains content that is suggestive, or promotes the use of drugs, alcohol or other illegal activities is prohibited. No offensive, explicit, anti-discrimination, gang affiliation by color, insignia or symbolism, or inappropriate words or pictures are allowed on clothing during visits to the Teen Center. Parks and Community Services Staff reserve the right to determine what is and is not appropriate.

Disciplinary Procedures:

Failure to comply with the Teen Program rules will result in disciplinary action. The level of disciplinary action is based on the discretion of Parks and Community Services Staff. Please note that disciplinary action may result in automatic suspension or expulsion, regardless of whether the participant has had a verbal warning and/or a written disciplinary action form. The following is the Teen Program's disciplinary process:

1. **Verbal Warning (First offense)** – Verbal warnings are given when a singular instance of inappropriate action/behavior is not serious enough to warrant a written Disciplinary Action Form.
2. **1st Written Disciplinary Action Form/Incident Report** – After one verbal warning, or if the original infraction is severe enough, the participant will receive a written Disciplinary Action Form. Parents/Guardians will be contacted and informed of the written disciplinary action form. The participant may be sent home for the remainder of the day.
3. **2nd Written Disciplinary Action Form/Suspension—** A second written Disciplinary Action Form will result in a suspension for a specified amount of time (two to fourteen days). Parents/Guardians will be contacted and informed of the suspension, and the participant will be sent home the reminder of the day.
4. **3rd Written Disciplinary Action Form/Expulsion—** A third Disciplinary Action Form will result in expulsion from the program for the remainder of the school year. Participants may return to the program the following school year. Parents/Guardians will be contacted and informed of the expulsion, and the participant will be sent home.
5. **Automatic Expulsion from the Drop-in Teen Center** – Participants will be automatically expelled for any illegal activity including, but not limited to, theft; smoking and/or any use of illicit drugs or alcohol; possession of substances, weapons, or inappropriate materials; and/or endangering the safety of others by fighting, verbal abuse, harassment, threats, etc. Other activities warranting automatic expulsion are left to the discretion of Parks and Community Services Staff. The Costa Mesa Police Department will be immediately notified of any illegal activity, **NO EXCEPTIONS**.

Van Rules

Transportation is available from Ensign Intermediate / Newport Harbor High School to the Downtown Recreation Center Teen Center (1860 Anaheim Ave) & SOY Program (2045 Meyer Pl, Building E)

Note: SOY participants can be transported only after registration through the SOY program. SOY staff will provide a van permission slip.

The van pick-up location is at the Ensign Intermediate parking lot (at Beacon Street & Irvine Avenue) and will depart promptly at 3:00 PM. The van will depart at 1:00 PM on Wednesdays and early dismissal days. Regulations for the van include **Safety** - You must wear your seatbelt properly while inside the vehicle. Changing seats while the vehicle is in motion is strictly prohibited for safety reasons. **Distractions** - Refrain from distracting the driver and other drivers and maintain an appropriate noise level. **Eating/Drinking -** Gum, food, candy, and beverages other than water are prohibited in the van. After each trip, you must clean up your trash and ensure the van is tidy. If passengers cannot comply with the van rules, they will be subject to the Teen Center's Disciplinary Procedures.

****Permission slips are included in the Teen Center registration form and may be turned in at the DRC Teen Center or the van pick-up location.****

To speak to a Teen staff member on-site, please call the following phone number:		
TeWinkle	DRC	Excursions
(714) 925-7251	(714) 925-7246	(714) 227-9885

Teen Program Office: (714) 327-7562
Email: joshua.boggs@costamesaca.gov
Business Hours: Mon – Fri from 8 am - 5 pm