

# Teen Services and Programs Behavioral Policy and Contact Form

## Rules and Expectations

Teen Services and Programs are meant to educate, entertain, and create a safe space in the library for teens. This is only possible if everyone present respects library property, library staff, and each other. Damaging or misusing library property, ignoring or arguing with a library staff's request to stop unacceptable behavior, or engaging in hateful actions or hate speech will not be tolerated. Making other teens and participants feel unwelcome or put down at any time will not be tolerated. If you are not registered for a program at least 24 hours beforehand, you may be turned away if registration is required. If you are late to a program, your spot may be given away.

Unacceptable behavior is defined as:

- Loud or boisterous behavior that distracts other teens or staff
- Physical or verbal harassment of other teens or staff
- Purposeful damage to library materials, equipment, furniture, or property

Hateful actions or hate speech are defined as:

- Any form of expression or action that is meant to vilify, humiliate, or incite hatred against a group or class of peoples defined in terms of race, ethnicity, national origin, gender identity, sexual orientation, or religion.

## Repeat Offenses and Consequences

First Offense: A warning will be issued.

Second Offense: You will be asked to leave the program for the rest of the day and your emergency contact person will be notified.

Third Offense: You will be banned from attending programs for **3** weeks and your emergency contact person will be notified.

Fourth Offense: You will be banned from attending programs for **8** weeks and your emergency contact person will be notified.

Chronic Offenses: A meeting will be organized with guardians and more severe consequences and an action plan will be put in place. We may assess a temporary ban from the library premises in addition to programs.

**Library staff reserves the right to immediately ask teens displaying extreme behavior or repeated violations of the same policy to leave the program.**

## **Emergency Contact Information**

In case of an emergency (allergic reaction, injury, program cancellation, or library evacuation) we require a parent/guardian's phone number. We will check contacts periodically to ensure that information is up-to-date.

Parent/Guardian's Emergency Contact Number: \_\_\_\_\_

Parent/Guardian's Email: \_\_\_\_\_

Parent/Guardian's Name and Relation to Teen:

\_\_\_\_\_

By signing this form you agree to follow the rules and expectations ratified by the Teen Advisory Group and enforced by library staff during the program. Failure to follow these rules may result in being asked to leave the program for the day.

Signature \_\_\_\_\_ Date \_\_\_\_\_