

## **Policy for Teen Behavior in The Teen Zone and at Programs**

### **Rules and Expectations:**

Teen Services, Programs and Spaces are meant to educate, entertain, and create a safe space in the library for teens in the community. This is only possible if everyone utilizing our resources 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.

All teens attending a program must have an emergency contact on file with the Teen Services Librarian. This contact information must be provided prior to the first program the teen attends.

Unacceptable behavior is defined as:

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

If you are at the library for a specific program, you must stay in the library for the duration of that program. Leaving a program early is acceptable, however, you may not enter and exit the library building while attending a program.

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, ability, age, or religion.

Adopted by the Board of Library Trustees November 30, 2022.

- Violent speech and threatening remarks or actions of any kind will not be tolerated and will result in an immediate banning from Teen programs and spaces.

### **Repeat Offenses and Consequences:**

First Offense: A warning will be issued.

Second Offense: You will be asked to leave the program/The Teen Zone 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.

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.

The above outline of offenses and subsequent consequences is a guideline. It is ultimately the decision of Library staff whether or not an action or behavior is defined as unacceptable or hateful. Library staff reserves the right to immediately ask teens displaying extreme behavior or repeated violations of the same policy to leave the program/The Teen Zone.

Adopted by the Board of Library Trustees November 30, 2022.

**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 Leaders Group and enforced by library staff. Failure to follow these rules may result in being asked to leave the program or Teen Zone for the day.

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