

# Cornerstone Youth Center Welcomes All

*We treat ourselves and others with RESPECT: physically, emotionally and with our language ~  
We RESPECT the property at our sites and owned by individuals ~ We RESPECT our staff  
and volunteers*

## GUIDELINES FOR MEMBERS (NON-COVID 19)

**SIGN-IN/OUT:** All students MUST sign in and out every time they enter or exit a site. During weekday after school hours/ youth center hours, once a student signs out, they may not come back. Friday evening drop in at the youth center, students may scan out before 6:00 pm and then scan again in after 6:00 pm, but if they scan out after 6:00 pm, the student is out for the evening.

**DRUGS & ALCOHOL:** Possession and /or use of tobacco [including betel nut], alcohol, and illegal drugs is strictly prohibited at any site or during off-site activities. Breaking this rule results in legal guardian notification [school authority notification if at a school site], suspension from programming, or loss of membership. Any youth who come to a site or activity intoxicated or under the influence of an illegal substance is subject to arrest.

**RELATIONSHIPS:** Public displays of affection are limited to hand-holding at the youth center site, and students must follow school handbook rules at the school sites. No other displays of affection are tolerated.

**CURSING/ USE OF INAPPROPRIATE LANGUAGE:** No use of profanity. No use of language that is sexual, derogatory, or rude.

**WEAPONS:** No weapons of any kind are permitted at any site or activity. Breaking this rule results in the notification of legal guardians, school authority notification if at a school site, and/ or other authorities and may result in loss of membership.

**DRESS:** Clothing should be respectful and follow the EACS guidelines. No clothing or caps may be worn that have messages of sex, drugs, alcohol, or anything deemed inappropriate by staff. Members are not allowed to show bare midriffs or have a hemline that is too short by the opinion of the team. No heavy coats or jackets are allowed to be worn past the sign-in station. Coats and jackets are to be hung or placed in designated areas unless permission is given by staff.

**HARASSMENT & VIOLENCE:** No forms of harassment, physical, sexual, or verbal are tolerated.

**FOOD & DRINK:** No food or drinks are brought into a site. No food or drink is allowed in designated areas, including near computers.

**COMPUTERS & MEDIA:** All site equipment, including computers, stereo equipment, TV, gaming devices, or other equipment, is used at the discretion of the staff. Games, videos, and music MUST be pre-approved by staff.

**PROPERTY DAMAGE:** Any damage done to property results in disciplinary actions that include a bill for repair/ replacement of damaged property and individual discipline for perpetrators.

**LOITERING:** Students are not permitted in the office section of the building. Students are not to hang out on the campus. When students sign out, they must leave the property. Failure to do so results in contacting the student's legal guardians and/or authorities.

## GUIDELINES CONTD.

**TELEPHONE USE:** Site phones may be used at the discretion of the staff. Calling/texting family and friends are distracting during the program; please ask permission before using ANY phone. No cell phones are to be used in the Education Center or during program activities.

**BASKETBALL COURT and other activities:** No one is permitted to misuse sporting equipment. Students should demonstrate good sportsmanship at all times. Appropriate clothing and shoes must be worn at all times.

**CLEANLINESS:** You mess it up—clean it up! You turn it on— turn it off! You get it out, put it away! Be prepared to assist staff and others to keep our site clean and organized.

**PARKING PERMIT:** A parking permit must be obtained by licensed youth drivers before or immediately upon driving to the center for the first time. All policies and rules must be followed. Disregard of policies or unpermitted cars are subject to the authorities being called, and vehicles towed at the owner's expense.

**LATE PICKUP FEE:** It is vital, for other program and staff obligations, that students are picked up on time. Cornerstone Youth Center reserves the right to charge legal guardians a \$1.00 per minute late fee after any programs offered. Any fees must be paid within one week in order for the student to continue attending programs.

**CONTACT INFORMATION CHANGES:** legal guardians must notify staff of any changes such as an address, phone, email, custody, or anything else that concerns Cornerstone's ability to communicate for the best interest of the student.

*Violations of the above guidelines* or any behavior deemed unsafe/ threatening to self or others may result in one or more of the following:

- Students are given a **Behavior Form** needing legal guardian/ student action before returning to the program.
- Suspension from Cornerstone Youth Center and Cornerstone Connection Projects activities for a given period
- Legal guardian, student and staff/ site director meeting to agree upon needed actions to rectify the issue[s] at hand
- Implementation of a **Behavior Contract** between student, guardian, and staff.
- Expulsion from Cornerstone Youth Center.

**We agree with the policies and procedures listed above. We have discussed any questions we have before signing.**

**Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_