



United Way
of Tri-County



MILFORD YOUTH CENTER
CODE OF CONDUCT ACKNOWLEDGEMENT
FOR PROGRAMS AND ACTIVITIES

PLEASE READ THE FOLLOWING. THIS FORM MUST BE RECEIVED PRIOR TO YOUTH PARTICIPANTION IN ANY YOUTH CENTER SPONSORED PROGRAMS, ACTIVITIES, OR EVENTS.

This release is entered on the date hereinafter mentioned by and between Milford Youth Center.

Whereas, the Milford Youth Center Code of Conduct prohibits the following activities:

- Possession and/or use of alcoholic beverages, tobacco and illegal drugs OR being present where individuals are partaking of alcohol and/or illegal substances, and
- Sexual interaction OR being present where individuals are participating in sexual interaction, and
- Possession of weapons or firearms, and
- Use of foul language or profanity, and
- Behavior that violates state, local laws, and school or facility rules and regulations.

Whereas, the Milford Youth Center Code of Conduct requires and considers mandatory the following activities:

- Observance of all facility rules and regulations, and
- Completed and signed conduct and medical forms (updated on a quarterly basis by parent/guardian) on file, and
- Signing in and out of the center, and
- Reporting of conduct violations by all participants, and Whereas, the Milford Youth Center Code of Conduct requires that all members respect the property of others and the staff members in which any Milford Youth Center sponsored activity is held.

Milford Youth Center Facilities and Grounds Code of Conduct

It is our expectation that every citizen of the Milford community will contribute to and accept responsibility for an orderly and respectful climate. The following set of rules and regulations are intended to help ensure safety and security of all.

Responsibilities for All Persons

1. To be aware of, have full understanding of and to abide by Milford Youth Center policies, regulations and Department guidelines regarding acceptable behavior.
2. To be responsible for one's own behavior.
3. To behave responsibly as determined by law and community practice, and to assume legal responsibility for the behavior of one's child(ren); to be familiar with the discipline policy and regulations and to ensure one's child(ren) are familiar with them as well.
4. To behave in a manner that does not interfere with the Milford Youth Center activities, the staff's tasks and responsibilities to supervise, or the participation of others.
5. To respect the personal, civil and property rights of all members of the Milford Youth Center.
6. To know that the Milford Youth Center does not discriminate against any child due to race, color, religion or gender.
7. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism and other illegal activities.
8. To seek clarification from Milford Youth Center personnel concerning the appropriateness of any action or behavior.
9. To know all drop off/pick up times for operating hours, events and scheduled activities and to abide by them.
10. To maintain communication with the Milford Youth Center and provide the administration with a current, accessible telephone number where an adult may be reached during program participation of a minor.
11. To know and to follow the policies and regulations for every event considered part of the Milford Youth Center programs regardless of the time or place.
12. To immediately comply with any staff member's reasonable request to abide the Milford Youth Center rules.

Discipline Violations

The Milford Youth Center has a policy to enforce all rules associated with all properties. By signing the acknowledgement of the Milford Youth Center Code of Conduct, the individual agrees that all rules and regulations are completely understood. This is the only warning one will receive.

The policy consists of eight (8) graduating levels of disciplinary action. Once someone has broken a rule, we will, if the individual is a minor (under the age of 18), notify their parent/legal guardian. Severity of the violation and any past negative discipline history will dictate which level of disciplinary action is imposed. Milford Youth Center staff reserves the right to dictate the severity of the penalties. These rules are subject to change with notice.

Milford Youth Center Disciplinary Action Levels:

Level 1: Conference

Level 2: Intervention

Level 3: Suspension (1 week)

Level 4: Suspension (2 weeks)

Level 5: Suspension (3 weeks with conditional contract for readmission)

Level 6: Suspension (Long Term—extended up to the remainder of the current school year)

Level 7: Suspension (Beyond end of current school year)

Level 8: Banned from all Milford Youth Center; Law Enforcement will be notified.

Discipline Violations

Rule 1: Check in/out: A person must check in/out of the Milford Youth Center.

****This is the only rule for which one will be given 2 verbal warnings before assigning disciplinary action.****

Minimum Level 1-Maximum Level 3

Rule 2: Food/Beverages: A person will not eat/drink in unauthorized areas of any Milford Youth Center facility.

Minimum Level 1-Maximum Level 4

Rule 3: Misuse of Equipment: A person shall not make improper use of any Milford Youth Center equipment including, but not limited to: dunking, hanging from the basketball rims, sitting/standing/climbing on rolled mats, unauthorized use of gymnastics equipment, sitting/standing on tables or desks, unauthorized use of facility telephones, computers or other office equipment. Blatant misuse of any electronic device (lights, TV, VCR, etc.), sporting equipment, either indoors or outdoors, game/entertainment equipment, etc.

Minimum Level 1-Maximum Level 8* (see Vandalism)

Rule 4: Personal Dress: A person should dress in a manner that reflects a respectful demeanor toward the positive environment at THE Milford Youth Center facilities and grounds. Any type of dress which is considered to be revealing, derogatory, disruptive, or distracts from routine operations and/or special events or constitutes a threat to the safety, general well being, and/or health of another person will not be permitted. The following guidelines are way by example:

a) Pants/Shorts: Pants/shorts are to be fitted at the waist and are to be worn at the waist with no sagging. Shorts should not be rolled down and must be of appropriate length to not expose the body nor attract attention to oneself. Spandex and/or biker shorts are acceptable when worn under appropriate outer clothing.

b) Skirts/Dresses: Skirts and dresses must be of appropriate length to not expose the body nor attract attention to oneself.

c) Shirts and Blouses: Transparent/see-through material is unacceptable. Shirts or blouses must cover the entire torso area at all times even in movement. The following are not permissible: midriff shorts or blouses, halter tops, tube tops, tops with spaghetti straps, low cut tops, tops with low v-necks or tops with one strap.

d) Footwear: For health and safety reasons footwear shall be worn at all times. Bare feet are unacceptable. **NO COLORED OR HARD SOLED SHOES ARE ALLOWED ON THE GYM FLOORS.**

Discipline Violations

- e) Headwear: NO masks, hoods, scarves, bandanas, or sports bands are allowed to be worn inside the building. Sunglasses are not allowed to be worn inside the building.
- f) Gang-related Apparel: Wearing of any gang symbols are prohibited. Gang-related items include, but are not limited to: any article of clothing, badge, sign, lettering, back pack, gym bag or personal adornment that is intended or is recognized or acknowledged by others to designate a gang symbol or color to signify affiliation with, participation in or approval of a gang.
- g) Jewelry: Dog collars, dog chains, wallet chains or other chains hanging from the beltline are not permissible. Spikes (i.e. spiked necklaces, spiked bracelets) are not allowed.
- h) Undergarments: Undergarments must NOT BE SEEN.
- i) Sleeping Apparel: Sleepwear is not permissible. Bedroom slippers, fuzzy or otherwise, are not acceptable. Pajamas, pajama tops, pajama bottoms (short or long, flannel, cotton, etc.) are not acceptable.
- j) Clothing, jewelry, buttons and personal belongings that display slogans, pictures or words, which are offensive or vulgar, will not be allowed.

A person who is not dressed appropriately will be referred to the supervisor and will be handled as a discipline referral. Persons who do not dress appropriately will not be allowed to participate in any Milford Youth Center activity.

Minimum Level 1-Maximum Level 4

Rule 5: Personal Property: A person will not bring or possess any object that may distract from the staff's tasks and responsibilities to supervise or would cause disruption within the Milford Youth Center environment. (Items may include: toys, laser pointers, cigarette lighters, matches, etc.)

Minimum Level 1-Maximum Level 4

Rule 6: Significant Amount of Money: Persons need only enough money to meet Milford Youth Center obligations (registration fees, admission fees, vending machines, etc.).

Minimum 1-Maximum 5

Discipline Violations

Rule 7: Selling Items on Property or at Functions*: Persons are not to sell any objects on property or at functions that are not authorized through the Milford Youth Center as an organized, approved Milford Youth Center activity.
Minimum 1-Maximum 5

Rule 8: Misrepresentation: A person will not lie or cheat. Including but not limited to:
Minimum 1-Maximum 5

Altering Identification Cards or Documents: Tampering with identification cards, official passes, or Milford Youth Center documents in any manner.
Minimum 1-Maximum 3

False Information: Making false statements, written or oral, to anyone in authority.
1-Maximum 3

Rule 9: Disrespect: A person will behave in a respectful manner. Examples of disrespectful behavior are: Walking away, talking back, rolling of the eyes, hand or facial gestures, etc.
Minimum 1-Maximum 5

Rule 10: Insubordination: A person will obey the lawful direction of any authorized staff member during the time the person is in any area or of the Milford Youth Center facility, participating in a Milford Youth Center activity, or on Milford Youth Center property.
Minimum 1-Maximum 5

Discipline Violations

Rule 11: Profanity/Obscenity: A person will not use profane or obscene language or make obscene gestures.

Including but not limited to:

Minimum 1-Maximum 6

Offensive Language: Cursing, or saying anything that conveys an offensive, racial, obscene or sexually suggestive message.

Minimum 1-Maximum 6

Obscene/Offensive Gestures: Making any sign or gesture that conveys an offensive, racial, obscene or sexually suggestive message.

Minimum 1-Maximum 6

Derogatory Written Materials: Having any written material or pictures that convey an offensive, racial, obscene or sexually suggestive message.

Minimum 1-Maximum 6

Directed at Staff Member: Writing, saying, or making gestures that convey an offensive, racial, obscene, or sexually suggestive message to or about any person.

Minimum 1-Maximum 6

Rule 12: Disruption: No person may disrupt Milford Youth Center programming or events. Including but not limited to:

Minimum 1-Maximum 6

Verbal Harassment: Name-calling, teasing, or bullying

Minimum 1-Maximum 4

Discipline Violations

Throwing Objects at Someone: Willfully throwing anything that could serve to harass or harm another.
Minimum 1- Maximum 4

Hitting, Biting, Spitting, Which Causes Harm or discomfort on Another Person: Hitting, biting, spitting at a person or adult for the purpose of harassment or which could cause harm.
Minimum 1-Maximum 6

Horseplay: Excessive pushing, shoving, aggressive behavior, etc.
Minimum 1-Maximum 4

Public Displays of Affection: Inappropriate displays of public affection, kissing, sitting in another's lap, etc. are not acceptable behaviors and will not be tolerated.
Minimum 1-Maximum 4

Other: Any other action that disrupts or interferes with events and activities or the Milford Youth Center environment.
Minimum 1-Maximum 4

Rule 13: Animals: No person may bring an animal/pet on Milford Youth Center property. This rule does not apply to animals trained to provide assistance as aid to disabled persons.
Minimum 1-Maximum 4

Rule 14: Fighting: The exchange of mutual physical contact between persons by pushing, shoving, or hitting with or without injury is prohibited
Minimum 1-Maximum 8

Discipline Violations

Rule 15: Blatant Disregard for Milford Youth Center Rules: Continuous violation of the Milford Youth Center Code of Conduct.

Minimum 5-Maximum 8

Rule 16: Gambling: A person will not play games of skill or chance for money or property. In a case where charges are not filed with the police for gambling, the appropriate Code of Conduct violation would be Rule 12.

Rule 17: Disorderly Conduct: A person will not disrupt, disturb or interfere with any Milford Youth Center activity or engage in conduct which disturbs the peace, order, or discipline at the Milford Youth Center or grounds adjacent thereto.

Minimum 5-Maximum 8

The following violations will result in the individual being banned from all Milford Youth Center facilities and law enforcement will be notified.

Law Violations

Rule 18: Threatening: A person will not threaten to harm another person or staff member or the Milford Youth Center. Persons who verbally threaten another person may be charged with a criminal violation. In a case where charges are not filed with the police for verbal threats and the threat of violence is minimal, the appropriate Code of Conduct violation.

Minimum 5-Maximum 8

Rule 19: Trespassing: A person will not enter any Milford Youth Center property or facility without proper authority (includes entering Milford Youth Center during a period of suspension or exclusion).

Discipline Violations

Rule 20: Reckless Vehicle Use: A person will not operate any motorized or self-propelled vehicle on the Milford Youth Center Property in a manner that is a threat to health, safety, or a disruption to routine operations and/or special events.

Rule 21: Vandalism: A person will not willfully or maliciously damage or destroy property belonging to another, or participate in a plan with others to damage or destroy property, i.e. Milford Youth Center property, at a Milford Youth Center sponsored or related activity on or off Milford Youth Center property or property belonging to a Milford Youth Center employee.

Vandals (or parent/guardian) will be held financially responsible, as allowed by Massachusetts Law, for willful or malicious destruction of property.*

(*Time frame for financial restitution to be set by the supervisor or the court.)

Rule 22: Theft: A person will not steal or possess stolen property, or participate in a plan with others to do so.

Rule 23: Sexual Offenses: A person will not engage in sexual misconduct or sexual harassment. Including but not limited to:

Sexual Harassment: Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual harassment include, but are not limited to:

Deliberate, unwelcome touching; Suggestions or demands for sexual involvement accompanied by implied or overt promises or preferential treatment or threats; Pressure for sexual activity; Continued or repeated offensive sexual flirtations, advances or propositions; Sexually degrading words used toward an individual or to describe an individual; The display in the work place of sexually suggestive objects or pictures.

Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into; Persons engaging in this type of behavior are subject to disciplinary procedures that will be determined by the nature and severity of the offense.

Discipline Violations

Any person who feels he or she has been sexually harassed by another or Milford Youth Center personnel is encouraged to report the act in confidence to a Milford Youth Center staff member or administrator. All complaints of sexual harassment will be promptly and thoroughly investigated in accordance with Town policy.

Rule 24: Sexual Assault/Rape or Attempted Rape: Unlawful sexual intercourse by force, threat, or fear.

Rule 25: Breaking and Entering: A person will not break into Parks and Recreation Department property.

Rule 26: Robbery: A person will not take another person's property by force or violence.

Rule 27: Extortion: A person will not take or threaten to take the property of others through intimidation.

Rule 28: False Alarm: Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists.

Rule 29: Arson: A person will neither set fire nor attempt to set fire to anything on Milford Youth Center property, or participate in a plan with others to damage or destroy Milford Youth Center property through the use of fire.

Rule 30: Tobacco: A minor may not have or use tobacco products on Milford Youth Center premises, or at any Milford Youth Center function or event. Adults, persons over the age of 18, may only use tobacco products in outside designated areas.

Discipline Violations

Rule 31: Substance Abuse Policy and Procedure: Persons are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances: narcotic drugs, hallucinogenic drug, amphetamines, barbiturates, marijuana or any other controlled substance, any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the person's mood or behavior. Persons are also prohibited from possessing, using, transmitting, or selling drug paraphernalia or counterfeit (fake) drugs.

In all circumstances in which persons must comply with Milford Youth Center policies, persons may not in any way participate in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on Milford Youth Center property. Including but not limited to:

Use/Under the Influence: Using any alcoholic beverage, narcotic, illegal or controlled drug, anabolic steroid or any illegal substance, on Milford Youth Center property, to and from Milford Youth Center, or at any Milford Youth Center function, or coming to Milford Youth Center activities after consumption.

Possession/Attempt: Possessing, or attempting to possess any alcoholic beverage or any illegal or controlled substance, or any action that contributes to the possession of any alcoholic beverage or any illegal or controlled substance. Possession of quantities large enough to indicate use by more than one individual may be considered a violation of Sale/Distribution.

Paraphernalia: Possessing, distributing or using any drug related paraphernalia.

Inhalants: Possessing, distributing or inhaling any substance/product (off-the-shelf, over the counter, controlled or illegal) that is intended to bring about a temporary change in the person's mind, mood, or behavior.

Sale/Distribution (Attempt or Actual): Distributing or selling any illegal or controlled substance, attempting to sell or distribute any illegal or controlled substance or any action that contributes to the sale or distribution of any illegal or controlled substance or the giving or offering to give any illegal or controlled substance to another individual. This prohibition will include sale/distribution of tobacco products to underage person(s).

Discipline Violations

Rule 32: Serious Threat, Assault and/or Intimidation: A person will not assault, seriously threaten or intimidate another individual. Persons should be cautioned that all verbal or written statements threatening violence, the health and/or safety of persons, Milford Youth Center personnel, and/or Milford Youth Center facilities will be considered serious. Such statements will not be tolerated or dismissed as idle comments or jokes. Including but not limited to:

Against Any Person: Unlawful threatening or any physical force or violence, to include tearing clothes, striking, or threatening to seize or strike another person, either alone or in combination with another person(s), or making one fearful by intimidation.

Rule 33: Weapons and Dangerous Instruments/Objects: A person will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual. Including but not limited to:

Bomb/Explosive*: Any device containing combustible material and/or a fuse.

Knife*: Simple Possession - Blade 2.5 inches or smaller: A knife brought accidentally, without intent, will result in the knife being confiscated and a suspension may be imposed. Any subsequent incident will result in confiscation and progressive suspension.

Simple Possession Blade greater than 2.5 inches: Possession of any knife longer than 2.5 inches, regardless of intent. Camouflaged Weapon i.e., knife blades, or other sharp devices, camouflaged as tubes of lipstick, ink pens, hair combs, etc.

Anti-personnel Spray*: Possession of chemical such as Mace, or pepper sprays, tear gas, etc.

Possession of an instrument or device that resembles or looks like a knife, pistol, revolver or any type of weapon or explosive not capable of propelling a missile*: May include, but not be limited to, a cap pistol, water pistol or any look-alike gun.

Discipline Violations

Other: Possession of any object or substance that could cause injury including, but not limited to, slingshots, slingshots, ice picks, multi-fingered rings, metal knuckles, num chucks, bowie knife, dirk, dagger, leaded cane, switchblade knife, razors and razor blades, clubs, stun guns, and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to persons or any other persons.

Rule 34: Firearms: A person will not possess, handle, or transport any handgun, rifle, shotgun or any other weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosion. (Class 1 Felony Weapon). Including but not limited to:

Possession of a pistol, revolver, or any other firearm*(loaded or unloaded).

Possession of any other weapon or device other than a firearm*. Examples may include but are not limited to starter pistol, BB gun, air rifle, air pistol or stun gun.

Rule 35: Gang Activity: Participation in any gang related activity to include recruiting, organizing, initiating, or any actions identified as gang affiliated behavior.

Rule 36: Possession or Distribution of Pornographic and/or Profane Material: A person must refrain from having any pornographic or profane material in his/her possession. This includes pictures, magazines, CDs, cassettes, pornography or profane materials.

Rule 37: Bomb Threat: Any notification, false or otherwise (verbal or written), indicating the presence of a bomb or explosive on Milford property or at any Milford Youth Center activity.

Discipline Violations

Rule 38: Terrorist Acts and Threats: (1) making a false report that there is any device, substance, or material on Milford Youth Center property or at a Milford Youth Center sponsored activity that is designed to cause harmful or life-threatening illness or injury to another person; (2) placing or displaying such a device, substance, or material on Milford Youth Center property or at a Milford Youth Center sponsored activity, with intent to perpetrate a hoax; (3) threatening to commit on Milford Youth Center property or at a Milford Youth Center sponsored activity and act of terror that is likely to cause serious injury or death, when that threat is intended to cause or does cause significant disruption to routine operations or Milford Youth Center sponsored activity; (4) making a false report that such an act of terror is occurring or about to occur on property or at a Milford Youth Center sponsored activity; (5) or conspiring to commit any of these acts.

Rule 39: Dogs: It shall be unlawful for any dog owner to permit his/her dog on the premises of any Milford Youth Center area, regardless of whether the animal is under restraint or free-roaming. This prohibition does not apply to dogs trained to provide assistance as aid to disabled persons.

Any law violation or criminal activity committed on Milford Youth Center property or at a Milford Youth Center sponsored activity which is not otherwise specifically set forth in this Code of Conduct shall be considered a violation of the Code and will be handled accordingly.

***All items will be confiscated and turned over to law enforcement.**

Special Note: Any person who inadvertently possesses or finds a weapon or substance that may subject a person to a suspension or expulsion may or may not be recommended for this sanction if the person voluntarily surrenders the property to a Milford Youth Center staff person. This should be done as soon as the person realizes that he/she is in possession of the weapon or substance. This exemption will not include possession of a firearm or bomb.

Parents

As primary teachers for their children, parents play a key role in the maintenance of good discipline on Milford Youth Center property. Parents are needed to play an active role in working with and supporting Milford Youth Center staff through awareness, understanding and support of the Code of Conduct for Milford Youth Center.

Visitors

Visitors to any of Milford Youth Center properties are expected to exhibit behaviors that support the Code of Conduct for Milford Youth Center. Our visitors play a key role on the maintenance of appropriate behavior by modeling behaviors expected of all.