

**Moses Lake Parks and Recreation
The LOFT
Parent/Participant Handbook**



**610 S Yakima
(509)764-6306**

The LOFT General Information

The LOFT would like to welcome you and your teen to our facility. To ensure that your teen gets the most out of our programs, we would like for you to take a moment, along with your teen, to briefly read over some of our facility and program rules, regulations and code of conduct. These guidelines are designed to inform parents/guardians and participants of the The LOFT of what is expected of them while they are at the The LOFT

The LOFT (Learning Opportunities For Today) is the newly designed upstairs to the Larson Recreation Center. The LOFT includes a state of the art computer lab that was funded by a donation from Moses Lake Industries. It includes 10 computers all loaded with the latest software where anyone can access the internet, work on homework, or just play with technology. The purpose of the LOFT is to provide a safe, comfortable well-supervised facility where a diverse group of youth can utilize technology, study, recreate and interact in a positive, alcohol and drug free environment.

Who Can Participate?

The City of Moses Lake Parks and Recreation Department offers drop-in programs at The LOFT. All programs are for the Middle School and High School student, ages 11 – 18. Students ages 7 – 10 can drop-in from 3:30 – 5:30 pm Monday – Friday to do their homework on the computers. After this time, it is for youth 11 – 18 years only. Week-ends are for 11 – 18 years of age.

Registration

All potential LOFT participants must fill out the LOFT Registration form signed by their parent or legal guardian. Registration forms are available at the LOFT or Moses Lake Parks and Recreation Department.

All participants will be required to have their parent or legal guardian sign the LOFT Registration form and review the Parent/Participant Handbook prior to their participation in the LOFT drop in program.

Drop-In Format

Participation in all LOFT programs is on a drop-in, voluntary basis. Participants have unlimited in-out privileges. Staff is not responsible for teens when they leave the LOFT. Please make arrangements with your teen as to when it is appropriate to leave the facility and with whom.

Hours of Operation

The LOFT's normal operating hours:

Monday – Thursday	3:00 – 8:00 pm
Friday	3:00 – 9:00 pm
Saturday	12:00 – 9:00 pm
Sunday	12:00 – 6:00 pm

The LOFT observes City and national holidays. Hours and program schedules are subject to change without notice, although staff will make every effort to keep you and your teen informed.

SIGN-IN/OUT PROCEDURE

Sign-In

All Teens will be assigned a LOFT Membership Card. When entering the LOFT, and before participating in any activities; all participants will be required to show their membership card and sign-in on the sign-in/out sheet.

Sign-Out

Anytime a participant leaves the LOFT, they will be required to sign-out.

PHONE USE

Phone use is made available to teens only to get in contact with their parent or guardian. Participants are always to ask a staff member for permission before using the LOFT phone. The LOFT (Larson Recreation Center) phone number is (509)764-6306.

- No incoming calls to participants unless it's a parent or guardian
- Calls are not to exceed 5 minutes unless it is an actual emergency

Phone use is a privilege and should not be abused. Failure to abide by these rules could lead to suspension, expulsion or removal from the LOFT.

COMPUTER LAB USE

The Computer Lab is available for LOFT participants only. Each participant must sign in prior to any computer use.

- There is a 30 minute time limit if people are waiting.
- You must sign-in and out each time you use the computer.
- Priority goes to those participants using computer time for homework.
- Please save your personal work on your disk.
- No food or drink in the computer area.
- Chairs placed inside the Computer Lab are to remain in the Computer Lab.
- You can listen to music while using the computer, but you need to use your own headphones.
- You can print your homework on the black and white printer. Please keep your copies to a minimum.
- Horseplay or any type of inappropriate physical behavior is not allowed in the Computer Lab. Failure to abide by these rules may lead to the suspension, expulsion or removal from the LOFT.
- Always ask a staff member for assistance if you come across something you do not know how to do.
- All use of the computers in this computer lab is monitored for content. Being public access computers there is no expectation of privacy in the use of these computers.

The LOFT CODE OF CONDUCT

Participant Responsibilities

- Participants shall be courteous and respectful of adults and fellow participants at all times.
- Participants shall obey general rules of the facility.
- Participants shall show respect for city property and the personal property of others.

Fees, Fines and Assessments

- Fees, Fines, etc. are payable by check or cash.
- Checks should be made payable to the “City of Moses Lake”.
- There will be a fee charged for returned checks in the amount of the banks charge to the city.

Enforcement of Facility Rules

- Facility rules will be enforced at all times, including, but not limited to: The Loft, or the Moses Lake Ice Rink, or while going to or from a City-sponsored activity.

Suspension

- There is good cause to suspend participants who exhibit continued and willful disobedience.
- Discipline at the LOFT will be administered with firmness, fairness and consistency.

If a participant becomes aware of any potentially dangerous and/or illegal situations regarding weapons, drugs, alcohol, fights, property damage, theft, etc. or has information regarding such, he/she is requested to report it to a staff member.

PARTICIPANT BEHAVIOR STANDARD

The following is a list of rules to guide participant behavior at the LOFT. The list is not to be all-inclusive. Parents should promote cooperation and agreement between the home and the LOFT in an attempt to develop citizenship and high standards of behavior in our youth.

Assault and Battery

It is not permissible to commit assault or battery upon others while at the LOFT. The Moses Lake Police Department will be notified and all applicable state and federal laws will be enforced.

Assault, Sexual/Battery

It is not permissible to commit sexual assault or battery upon others while at the LOFT. The Moses Lake Police Department will be notified and all applicable state and federal laws will be enforced.

Interpersonal Relationships

Appropriate personal relationships are encouraged. The LOFT policy is one of “hands-off.” Holding hands, arm-in-arm, sitting on lap, hugging and kissing are not appropriate while at the LOFT. Sexual harassment will not be tolerated.

Participants are expected to follow the instruction of The LOFT staff. If a participant disobeys any City of Moses Lake employee either by action or word, he/she will be considered defiant. Severe defiance will result in suspension.

Dress

Participants at the LOFT have the responsibility to dress and appear in a manner that promotes a safe, neat, clean and wholesome environment. Participants are expected to dress appropriately.

The final authority for what is appropriate, safe, clean, and non-disruptive shall rest with the LOFT staff. When necessary, the Moses Lake School District dress code will be implemented to ensure adherence to the rules and regulations mentioned here of.

Gambling

Any form of gambling will not be tolerated.

Gangs

Wearing, carrying or physically displaying gang paraphernalia or making gestures that symbolize gang membership is prohibited and will be confiscated. Engaging in an activity that is gang related is prohibited.

Harassment, Sexual/Hate Crimes

It is not permissible to harass others while at the LOFT. The Moses Lake Police Department will be notified and all applicable state and federal laws will be enforced.

Hazing

It is against the law for a participant to engage in any hazing activity or threatens to engage in any activity that causes or is likely to cause harm or personal degradation to another participant. Threats or other forms of hazing should be immediately reported to the LOFT Staff.

Illegal Substance, Drug and Alcohol

Use of or possession of any illegal substance at the LOFT, or at any city-sponsored activity is grounds for immediate suspension.

Serious Injury, Attempting to Cause

If a participant **attempts to cause** serious injury to another person, except in the case of self-defense, it will be recommended they be expelled from the LOFT. The Moses Lake Police Department will be notified and all applicable state and federal laws will be enforced.

Substances

Permanent felt pens; aerosol spray cans of any type, glue, and white out are not to be brought to the LOFT.

Swearing, Profanity

Participants are not to use profanity or vulgar language. Swearing will not be tolerated. Participants will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed.

Theft

Participants have the responsibility for taking care of their own possessions. Theft is a serious violation of the law and will be dealt with in a swift and often severe manner. Participants are discouraged from bringing large amounts of money or valuable items to the LOFT. The LOFT is not responsible for any lost or stolen items brought by a participant into the facility.

Threats

Threats of personal injury upon other participants are strictly prohibited and will be dealt with in a swift and severe manner.

Tobacco, Possession of Tobacco and Smoking

If a participant of the LOFT has in his/her possession, tobacco or cigarettes, cigarette lighter, or matches, this is grounds for suspension. Participants who are with other participants who are smoking should make a responsible decision to remove themselves from this area. Otherwise, they, too, may be suspended. The Moses Lake Police Department will be notified when participants are in possession of tobacco products.

Use/display of pagers and cell phones at the LOFT

Cell phones and pagers must be turned off while inside of the Computer Lab room during homework time. If the need to use a cell phone arises, participants must sign out if they wish to use their cell phones outside the Teen Center at all times. The staff may advise participants, to turn off cell phones and pagers during certain activities held in the Teen Center.

Moses Lake Teen Discipline Plan

<u>Violation</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
Assault/Battery Upon Staff or Participant	Parent Notification Police Notification Mandatory Expulsion		
Threats-Threats Against City Staff	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
Sexual Assault/Battery	Parent Notification Police Notification Mandatory Expulsion		
Defiance, Disruption, Disrespect	Parent Notification Possible Suspension	Parent Notification 2 Week Suspension	Parent Notification 1 Month Suspension
Inappropriate Dress Determined by Supervisory Staff	Change Clothes Possible Suspension	Parent Notification Change Clothes 2 Week Suspension	Parent Notification Change Clothes 1 Month Suspension
Gangs – Display of Gang Related Symbols, Clothing, etc.	Change Clothing Possible Suspension	Parent Notification Change Clothes 2 Week Suspension	Parent Notification Change Clothes 1 Month Suspension
Extortion/Robbery	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
False Information, Deception, Forgery	Parent Notification Possible Suspension	Parent Notification Change Clothes 2 Week Suspension	Parent Notification 1 Month Suspension
Fighting	Parent Notification Up to 1 Month Suspension Police Notification	Parent Notification Up to 6 Month Suspension Police Notification	Parent Notification Police Notification Mandatory Expulsion
Harassment, Hate Crimes	Parent Notification Up to 1 Month Suspension Police Notification	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Harassment/Sexual	Parent Notification Up to 1 Month Suspension Police Notification	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Controlled Substance – Possession or Under the Influence of	Parent Notification Police Notification Up to 3 Month Suspension	Parent Notification Police Notification Mandatory Expulsion	
Controlled Substance – Sale of	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	

Drug Paraphernalia, Possession/Sale	Parent Notification Up to 6 Month Suspension Police Notification	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Serious Injury – Attempting to Cause	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
Swearing – Profanity & Vulgarity	Verbal Warning	Parent Notification Up to 1 Week Suspension	Parent Notification 2 Week Suspension
Theft	Parent Restitution Police Notification Up to 1 Month Suspension	Parent Restitution Police Notification Recommended Expulsion	Parent Restitution Police Notification Mandatory Expulsion
Tobacco Use/Possession	Parent Notification Police Notification Possible Suspension	Parent Notification Police Notification 2 Week Suspension	Parent Notification Police Notification 1 Month Suspension
Vandalism or Property Destruction	Parent Notification Police Notification Up to 3 Month Suspension	Parent Notification Police Notification Mandatory Expulsion	
Dangerous Weapons – Possess, Sell, or Furnish a Knife, Explosive, or Dangerous Object	Parent Notification Police Notification Up to 3 Month Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Dangerous Weapons- Possess, Sell, or Furnish of a Firearm	Parent Notification Police Notification Mandatory Expulsion		
Dangerous Weapons- Brandishing a Knife	Parent Notification Police Notification Mandatory Expulsion		
Racial Remarks or Symbols	Parent Notification Up to 1 Month Suspension	Parent Notification Police Notification Up to 3 Month Suspension	Parent Notification Police Notification Recommended Expulsion