



TEEN CENTER

HANDBOOK

2022-2023

Somerville Parks & Recreation
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Teen Center Overview

Our Promise

The Teen Center is a place for the Teen Members. Without our members, we are not able to provide our services and, therefore, greatly appreciate any and all feedback from teen members and their families, to ensure we are delivering what Teens want and need. Teens will be given freedom as long as the expectations we have set for our members are being respected and met to the best of a member's abilities at all times. Teen staff will always respect our Teen members and their families with the expectation that this is reciprocated. Our greatest focus is to keep our members safe, ensure they feel valued, respected, and to keep inclusivity if all members and staff are at the forefront of their actions and experiences at the Teen Center.

Vision

Our vision is to provide all of our members with the ability to make healthy and meaningful choices.

As a pilot program, the Teen Center will focus most of Year 1 on attracting members to joining the Teen Center, retaining their attendance, and creating a positive, inclusive, and fun environment for all members. Most of our time, as staff, will be spent getting to know each of our members— who they are, what they enjoy, what they dislike, where they come from, etc. Then we can shift our focus to how we can best serve them—what areas of their lives we could offer support, what programs we can offer to set them up for a successful future, what games they find fun, etc.

Mission

The Somerville Parks and Recreation Department's mission is to “operate year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities for all members of the Somerville community.

The Somerville Parks and Recreation Department's Teen Center's mission is to “provide all Somerville teen members, ages 12-18, with equitable current and future access to the resources, support, and life skill building”.

Inclusion Policy

The City of Somerville Parks and Recreation Teen Center embraces an inclusion approach that provides opportunities for all children to be themselves, participate in all aspects of our program, and be in a positive and supportive environment. Please make an appointment with the Teen Coordinator to discuss how we can best incorporate your child into any and all activities.

What We Do?

Enrollment

Members are enrolled for the duration of the school year. Enrollment will only be confirmed when the following steps have been completed:

1. Completed online registration including
 - a. Parental agreement
 - i. Emergency Contact Form
 - ii. Release Waiver
 - b. Member agreement

Note: Members may not begin enrollment at the Teen Center until all required documents are completed and received by Teen Center staff.

Each member will be given a membership card when they enroll into, and become a member of, the Teen Center. They must scan in with this card everyday. We are in the process of looking for alternative options if someone forgets their card, however at this time we need everyone to have their cards daily to be checked in.

Daily Activities for Members

We guarantee that the Teen Center staff will prioritize a positive and inclusive environment which encourages any and all members to be themselves and explore through programming. Staff will provide a warm, loving, supportive, respectful, and empathetic environment.

Example of Daily Activities

Activity
Social Recreation: choice of activity- gym, homework area, games room, etc.
Snack
Community Builder: a game everyone will play, or a few games to choose from, to help connect members to one another
Choice of Program: examples of programs could be: graphic design, volleyball game in the gym, extra homework support, learning financial literacy, "How Do I...?" Life Skills, cooking, etc.
Social Recreation, group activity, event, etc.
DISMISSAL FOR ALL TEENS IS <u>BEFORE</u> 8 PM

Dismissal

Release of Members

When completing the registration packet, you will have the opportunity to select whether you are (a) giving your child permission to walk home or (b) only allowing your child to be picked up by the approved adults you have listed. If you select option B, only allowing your child to be dismissed when an adult arrives, then you are understanding that your child will not be allowed to leave without an adult.

Anyone approved to pick up your child must be listed on your Authorized Pickup Form. The Teen Center must be notified that someone else is picking your child up BEFORE they are being dismissed. Even if it is an emergency, the Teen Center needs your permission to release your child to someone other than the people you have listed on the Authorized Pickup Form. Written documentation naming the person(s) authorized by the parent/guardian for the release of the child(ren) is required for dismissal. An adult 18 or older must sign the member out. An ID must be shown at dismissal if a Teen is being picked up. Teen Staff is not allowed to drive any members home under any circumstances unless they are siblings with the member. If this is the case, they are only allowed to drive their sibling home.

Whenever your child is being dismissed, either to walk home or be picked up, they must exit out of the main Teen Center door on the Otis St. side of the building. Before leaving, they must go into the main office of the Teen Center and sign out to leave. This will help us keep the safety of our members as a priority, and ensure everyone makes it out of the building each day.

Teen Center staff will assume that both parents or guardians have the right to pick their child(ren) up unless a court order stating otherwise is on file. Without a court order, the Teen Center staff cannot refuse a parent. If the Teen Center has a court order and a non-custodial parent tries to pick up the child, the Teen Center will call the custodial parent. If the non-custodial parent leaves with the child, the Club will immediately call the police and report the situation. The Teen Center will not place the other children at risk in a confrontation with the non-custodial parent.

It is extremely important to the City of Somerville Parks and Recreation Teen Center that your child, and all members, arrives home safely each day. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, the Teen Coordinator will call the other parent or emergency contact. If the parent refuses to agree not to transport the Teen Center staff will call the police and report the parent as intoxicated.

In case of illness or discipline problems a parent or guardian is required to come immediately to pick up the child. If the child is not picked up, they will not be permitted to attend the program on the following day. If your child comes to the Teen Center visibly sick, or voices concerns of feeling sick, Teen Center staff has the jurisdiction to decide whether the member needs to go

home or not. COVID-19 precautions and procedures will also be in consideration to ensure the health and safety of all members and staff.

Late Pick Up

Pickup/dismissal is everyday before 8 pm. If a member has a waiver saying they can walk home, that member can leave the Teen Center whenever they would like. If a member does not have a waiver to walk home, they must be picked up by someone who is on that member's emergency contact list. If tardy pickups continue, that member will take a break from the Teen Center until a parent or guardian can meet with Teen Center staff.

Field Trips

Field Trips will be free and offered once every quarter (3-4 field trips a year). These trips will occur on a Friday and will require parent/guardian written consent before the trip occurs. Field Trips are a privilege. Field Trips will be offered to all members, however the privilege of attending can be taken away due to misconduct. If members cannot follow the expectation or Code of Conduct in the building, they will not be invited to attend events outside of the building. There will be sign-up sheets out before the trip. Members can sign up and will be given the necessary documents for parents or guardians to sign. They must be turned in to secure their spot on the trip—first come, first serve.

Expectations

Our Members

Our members are ages 12 to 18 years old. If a child is 11 before the beginning of the school year, they must wait until their 12th birthday to enroll. If a member is enrolled at 18, and turns 19 during the given school year, they are allowed to stay a member until the school year ends as long as they are still enrolled in high school.

Behavior Management and Code of Conduct

Positive behaviors will be rewarded and praised, while negative behaviors will be redirected. Success is individual, but will be celebrated by our Teen Center community. The purpose of creating and fostering a positive, inclusive, and supportive environment is for every member to know they are valued, and celebrate their individual successes.

Somerville Parks and Recreation Teen Center Code of Conduct

As the Teen Center is a place where Teens will be encouraged to be themselves and have fun with their friends, we also want to support a positive, inclusive, and connected environment. Below are examples of positive behaviors we will incentivize in the Teen Center, and possible

examples of behavior that we will redirect. If redirecting behavior by staff does not seem to be successful, we have also included possible alternatives within our Code of Conduct.

Examples of Incentives for Positive Behaviors:

- Positive Reinforcement to parents– calls home to express pride in member success
- Praise from other members– a shoutout board where members can thank or shout out something positive that another member did (ex. Helped them with homework, always participating, etc.)
- “Youth of the Week/Month” certificate which will be announced to the Teen Center, with a small reward
- Incentive for field trips and/or activities
- Prizes or rewards

Examples of Positive Behaviors include (but are not limited to):

- Respecting Teen Center members and all staff
- Being responsible
- Being helpful
- Participating in all programs and activities offered
- Not being afraid to try something new
- Encouraging others to participate or try a new program
- Following directions from staff
- Showing good sportsmanship
- Accepting and respecting others with different opinions or views
- Offering new program ideas or help facilitate an activity
- Being a good listener
- Being polite
- Doing their best to use appropriate language (or recognizing their use of inappropriate language and correcting themselves)
- Being friendly and open to meeting new people

The following are not permitted

1. Profanity directed at others
2. Racial slurs, derogatory phrases, or other forms of inappropriate and offensive language should never be used by anyone in the Teen Center
3. Fighting– One Strike Rule: if physical violence occurs between members of the Teen Center, they will be dismissed from the program. If physical violence between members of the Teen Center occurs outside of Teen Center hours, temporary suspension of all parties will occur as an investigation is conducted. After the investigation, possible dismissal from the program may occur. Threats of physical violence between members (vocally, electronically, etc.) may result in suspension while an investigation occurs, with a possible dismissal from the program.
4. Bullying will not be tolerated including in the Teen Center, online, at school, etc. The Teen Center will remain a place of inclusivity, positivity, and support of everyone, and if

one member tries to disrupt this, they will experience similar consequences as listed above.

5. Misuse of equipment, supplies, facilities, vehicles etc. (Parents may be held responsible for replacement or repair of damaged equipment).
6. Disrespect towards members, staff, etc.
7. Alcohol, tobacco, e-cigarettes, or other drugs
8. Going into restricted areas of the building
9. Unsportsmanlike conduct
10. Clothing that represents inappropriate messages or images (ex. Shirts with slurs, gang related apparel, etc.)
11. Weapons of any kind including bullets and casings
12. Any unsafe behavior as determined by the Teen Center Staff.

Expectations of the Teen Center Community

Although the Teen Center will physically be a place for Teen members and our staff, we will always value parent and guardian involvement. The three key areas of our community consist of our Teen members, Teen staff, and Teen families. Below are expectations we are setting and expecting each part of our Teen Center community to follow to set us all up for success as a unit.

Expectations of a Teen Center Member:

- Follow all Teen Center rules and guidelines within the Teen Center, at all times
- Respect everyone– self, other members, and all staff and volunteers
- Follow staff instructions
- Ask before leaving the space you're in (this includes being dismissed at the end of the day)
- One in, one out policy per day– members may only enter the building once, and leave the building once per day
- Do not enter restricted areas of the building (areas with the “DO NOT ENTER” signs)
- Do not interfere in others' rights to participate, socialize, and learn in activities
- Ask for help

Expectations of a Teen Center Guardian or Parent

- Emphasize the member expectations to your child
- Respect all staff members– open door policy for communication with questions, comments, and concerns is always welcomed
- Encourage participation in all activities– we encourage freedom of choice! However, we will encourage all participants to at least try the activities we provide
- Pick up your child **before 8 pm**. If you do not give your child permission to walk home, it is the parents responsibility to pick up your child on time. Being late will lead to possible suspension or dismissal from programming. If you give your child permission to walk home without supervision, they must leave before 8 pm.

- Sign all the necessary documents needed for your child to leave the building, participate in programs, or go on field trips.

Expectations of a Teen Center Staff Member

- Respect everyone– all members, guardians and parents, and other staff members
- Have an open door policy for suggestions of the following– new activities, program ideas, potential partnerships, etc.
- Active participation in leading and assisting in programs and activities
- Not to travel throughout the building alone with a member
- Actively listen to what our members want and need from us as staff, and from the Teen Center as a whole

Policies and Procedures

Discipline Policy:

Staff will use age-appropriate methods of discipline and guidance of members which encourage self-control, self-discipline, self-esteem, and cooperation. When a discipline issue presents itself, we initiate the following steps:

1. Redirection– encouraging the member to change their behavior, choice of words, approach, etc.
2. Verbal warning– privately talk to the member and address what the behavior is, ask the member why the behavior is occurring, and offer suggestions as to how we can change the behavior
3. Take a break– take the member to a new space for a while to relax, clear their mind, distract themselves, etc.
4. Disciplinary write-up– staff will have write up forms available to complete after the first 3 steps of the discipline policy were attempted, yet behavior hasn't changed. A write-up will be filled out to explain the situation and how the member responded, and then allow for a parent or guardian to be informed of the incident.

When a break or write up is used, this will allow for time to explain to the member why their behavior is not acceptable and what you expect from them. This offers time for us to work with the members, possibly find out why this behavior is occurring, and offer ways to help the member be successful in this situation. If this conversation does not positively affect the behavior, this would be the time to discuss the issue with the child's legal parent/guardian to help create a better solution.

When a member's behavior risks safety to themselves or others, a parent/guardian will be called and asked to pick up their child immediately. This behavior can automatically result in the removal from the program and will be handled on a case-by-case basis.

Examples of prohibited behaviors include, but are not limited to:

- Being in prohibited spaces within the building– Teens are only allowed in Teen Center spaces if they are with a Teen Center staff member. All other parts of the building are clearly marked “DO NOT ENTER”
- Violating any safety rules
- Misuse of equipment
- Vandalizing Teen Center property
- Refusing to follow directions from staff
- Being intentionally disrespectful to other members or staff
- Disturbing other programs or program areas
- Recording or photographing other members or staff without their consent/without the photographer in the photo
- Name calling, obscene gestures, use of racial slurs, and inappropriate language
- Leaving the Teen Center building without permission or knowledge of Teen Center staff
 - If you are not approved to walk home, you should never leave the building without your parents or guardian being present to pick you up
- Provoking or instigating arguments or fights during anything Teen Center related (during Teen Center programs, on field trips, outside of the Teen Center, etc.)
- Deliberately putting your hands or other body part on another Club member
- Any unsafe behavior as determined by the Teen Center Staff.

Redirecting and Addressing Prohibited Behaviors

Offenses:

#1 Verbal warning

#2 Age appropriate redirection and conversation with staff

#3 Incident Report- Staff/Member/Director and/or parent conference

#4 Suspension. Coordinator/Director will determine appropriate length of time and will inform the parent/guardian

NOTE: Some offenses may result in immediate suspension or dismissal from the Teen Center

Staff members will model positive behavior management techniques and respectful communication with members. Safety of members and staff will always be at the forefront of importance when de-escalating situations and negative behavior.

Cell Phones

Members are allowed to have and use their cell phones and electronics at the Teen Center, but we encourage positive use of all electronics and healthy time away from our devices.

Specifically, this includes:

- Photo taking or video recording of other people, members or staff, without consent will not be tolerated. This Teen Center is a place where everyone should feel safe,

comfortable, and encouraged to be themselves. Taking photos or videos of other members, especially without their consent, will not be acceptable.

- Staff members will encourage and appreciate if phones are not a distraction during certain programs or activities however, this will not be strictly enforced
- If members need to take, or make, a personal phone call, they can step out of the room for more privacy

Bathroom Policy and Moving Throughout the Building

In the current design of the Teen Center, the only bathrooms available to members is on the basement floor—a males room and a womens room. Members do not have to ask to go to the bathroom however, they should let staff know that they are leaving the room that they are in so staff is aware of where all members are. For our members who do not identify as male or female, we have a gender neutral bathroom available.

If a member is leaving for the day, they should let a staff member know. At the end of the night, we want to be confident and assured that all members left the building safely.

Clothing

The Somerville Parks and Recreation Teen Center understands that the responsibility for the dress and appearance of members will be the responsibility of the individual member and their parents/guardians. They have the right to determine how the member dresses given that the attire is not destructive to Teen Center property, aligns with health and safety requirements, and does not cause forms of disorder or disruption.

- Clothes with inappropriate graphics or writing may not be worn
- Hats and other headwear must allow the face to be visible to staff and not interfere with the vision of any other member or staff
- Hoodies must allow the face to be visible to staff.
- Any derogatory clothing that the Teen Center Staff see as unacceptable.

While in the gym, members must wear closed toed shoes to ensure safety and prevent risk of injury. Clothing in the gym should be suitable for the activity, comfortable, and not lose enough that it will catch on another person's body and tear.

Personal Belongings

The Teen Center and staff are not responsible for any lost or stolen personal items. We strongly encourage members to guard personal items closely and not leave personal items unattended. It is a good practice not to bring valuable items to the Teen Center.

Smoke Free Environment Policy

The Teen Center is a substance free environment which includes, but not is not limited to, tobacco products, e-cigarettes/vapes, alcohol, drugs, etc. The use of any tobacco products

within the Recreation buildings, the Recreation facilities or on the Recreation grounds or on Recreation buses by any individual, is prohibited. In addition, substance use by any member is banned at all Teen Center or Recreation sponsored events, wherever that event takes place. The consequences for smoking or substance use on Recreation property or within the Teen Center can be found in our Discipline Policy.

Health and Safety

Safety of Members

Our mission is to provide a safe, inclusive, and supportive environment for all members of the Teen Center, with the intention to positively impact the lives of our members. We want you to know that we do many things to ensure the safety of all members including, but not limited to, the following:

1. **Social Media:**

The City of Somerville Parks and Recreation Teen Center has a standing policy that no staff or volunteers can “friend” Club members on social media. If your child has any social media accounts, please monitor it and remind members that they cannot friend or request to friend any staff or volunteers at the Teen Center.

2. We have an open door policy and if you as a parent, guardian, or a member has any concerns or issues with staff, volunteers, etc. we welcome you to talk to Brooke Metivier, Teen Coordinator, or George Scarpelli, Executive Director. There will be no repercussions to your children if you voice a concern and confidentiality will be maintained.

2 Sick 4 School Rule

The City of Somerville’s “2 Sick 4 School” Rule states that “Children learn best when they are rested and feel well. In order to best maintain the health of all children, students who are actively ill (and most likely contagious) should not attend school. The following would exclude your child from school: Temperature of 100.4 degrees or higher Vomiting or diarrhea Page 39 Antibiotic treatment until the child has been treated for a full 24 hours (until the contagiousness is under control). A student with a fever should remain home for at least 24 hours after the fever has resolved without use of medication. Furthermore, this time frame allows for the recovery from their illness as well as allowing the immune system time to strengthen, thereby providing a defense against exposure to germs and viruses in the school setting.

COVID-19 Protocol

If your child is sick, it is suggested that you go through the COVID-19 Daily Health Checklist—the list of symptoms and link are below. If your child has one of these symptoms they must stay home.

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Muscle aches or body aches
- Cough (not due to other known cause, such as chronic cough)
- Sore throat, when in combination with other symptoms
- Nausea, vomiting, or diarrhea when in combination with other symptoms
- Headache when in combination with other symptoms
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

<https://somerville.k12.ma.us/district-departments/nursing-schools/daily-health-checklist>

City of Somerville Medication Guidelines

Medication Guidelines: The medication guideline complies with the Massachusetts Department of Public Health regulations to ensure the health and safety of all students requiring medication in school. Medication administration should only be requested if the medication schedule cannot allow for home administration (example – most antibiotic medications are on schedules that allow home administration). All medications need to be housed in the school health office. Prescription medication administration during school hours: The Health Provider Medication Order and Parental Consent Form (completed by both the prescribing health-care provider and parent/guardian) for medication administration must be received and kept on file in the Health Office Page 38 (blank forms available in the Health Office and at www.somerville.k12.ma.us/nursing under “School Health Documents and Forms”). Parents need to deliver medications directly to the nurse. Medications must be in a pharmacy labeled bottle. Ask the pharmacist for an additional labeled container for school medications. Students with asthma are required to have a “rescue” (eg., Albuterol, Ventalin) inhaler with spacer stored in the Health Office and an Asthma Action plan documented in the student’s health record. Students with life-threatening allergies are required to have an EpiPen stored in the Health Office. All students with medications will have a picture taken to be included in their health plan. Nonprescription “over the counter (OTC)” medication (e.g., Tylenol, Motrin) can be administered once parental consent is obtained verbally or in writing from the parent/guardian by the nurse. An OTC permission form (available in the Health Office and online at www.somerville.k12.ma.us/nursing under “School Health Documents and Forms”) can be kept on file, allowing the nurse to assess the need to administer OTC medications without contacting the parent/guardian each time.

Communication of Other Health Considerations

Please contact the Teen Coordinator and find a time to either inform or meet with them to discuss other health considerations your child may have, that you would like us to be aware of.

This could include, but is not limited to any special health considerations such as:

- Daily medications (even those given at home)
- Allergies, asthma
- Diabetes
- Hearing or vision difficulties (including the need for hearing aids or glasses)
- Difficulty with mobility
- Ongoing restrictions in physical activity

We will do our best to make any possible accommodations and can discuss with the parent/guardian how our Staffing Team can best serve the special health-care concerns.

- Asthma - please inform the nurse of your child's "triggers" and baseline peak flow level. Please request an asthma action plan from your child's pediatrician
- Life-threatening allergies
- A prolonged illness or injury that will prevent school attendance, or returning after a hospitalization.
- Communicable illnesses (i.e., strep throat, scarlet fever, chickenpox) Head lice or other parasite infestations. It is the policy of School Health Services, in an effort to reduce school absences, students found to have head lice will be allowed to remain in school to complete the day, at the discretion of the school nurse. Parents will be notified and advised on treatment options. Students who have been treated should be seen by the school nurse prior to returning to the classroom the following day

Emergencies

All Teen Center staff are First Aid and CPR certified. The staff will report injuries on an injury report form and will inform parents/guardians at the end of the day. All head or eye injuries will immediately be reported to a parent/guardian. Any injury that causes bleeding or injury will also be reported to a parent/guardian as soon as possible. In the event of a more serious injury or illness, staff will make every attempt to contact a parent/guardian and the child will be transported to the local hospital. Staff are required to complete an Injury Report whenever a member is injured during our Teen Center programming. If an Injury Report is filed, staff will call parents as soon as possible to inform them of the incident. Please make sure to include all allergies and medications in your child's membership application and make this verbally known to Teen Center staff.

Building Policies and Closing Procedures

Hours of Operation

The Teen Center is open throughout the Somerville Public School Year (first day of school in September to last day of school in June) Monday through Friday from 2:30 pm until 8:00 pm. On half days for Somerville Public Schools, the Teen Center will be open from 12 pm until 8:00 pm.

Emergency Closings

As part of the City of Somerville, the Somerville Parks and Recreation Teen Center must abide by all school closures including holidays, school vacations, and closures due to inclement weather. If the City calls off school due to weather or other circumstances, the Teen Center will also be closed. We will make every effort to email parents and guardians, while also posting closure information on our social media pages, as soon as possible.

The Teen Center Observes the Following Holidays

The Teen Center, as part of the City of Somerville's Parks and Recreation Department, follows along with the City of Somerville's Public School calendar. This includes being closed on snow days.

Below is a list of holidays that the Teen Center will be closed to service members. Any other holidays or Club closings will be posted in advance on our website and Teen Center Instagram page.

- September 5- Labor Day
- October 10- Indigenous Peoples' Day
- November 8- Election Day
- November 11- Veterans Day
- November 24 and 25- Thanksgiving break
- December 26-January 3- Winter Recess
- January 16- Martin Luther King Day
- February 20-24- February Vacation
- April 7- Good Friday
- April 17-21- April Vacation
- May 29- Memorial Day
- June 16 tentative last day of school, if the school year gets pushed back, we will be open until that date (closed for the year after this day)
- June 19- Juneteenth

City of Somerville Public Schools Calendar 2022-2023



2022-2023 School Calendar

AUGUST '22				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	(31)		

SEPTEMBER '22				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER '22				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER '22				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	(23)	24	25
28	29	30		

DECEMBER '22				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	(22)	23
26	27	28	29	30

JANUARY '23				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

For more information or for any questions, please contact Katherine Santiago – ksantiago@k12.somerville.ma.us

Approved 02-07-2022 – Updated 09-19-22

FEBRUARY '23				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH '23				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL '23				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY '23				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE '23				
M	T	W	TH	F
				1
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Quarters

- 1st Quarter 8/31 - 11/4 (45 days)
- 2nd Quarter 11/7 - 1/25 (45 days)
- 3rd Quarter 1/26 - 4/5 (45 days)
- 4th Quarter 4/6 - 6/16 (45 days)

Half-Day Wednesdays

- Dismissal @ 11:30 (PK) Noon (K-8)
- Sept. 14 Feb. 8
- Oct. 5, 26 Mar. 1, 15, 29
- Nov. 16 Apr. 12
- Dec. 7 May 10, 24
- Jan. 11, 25 Jun. 7

Important Dates

August – 1 day

- 29 – 1st day for Staff Professional Development
- 30 – Staff Professional Development
- 31 – 1st day for students 1 - 12 (1/2 day)

September – 20 days

- 2 – No School (Offices Open)
- 5 – No School - Labor Day
- 6 – 1st day for Kindergarten and Pre-K students
- 26-27 - Rosh Hashanah*

October – 20 days

- 5 – Yom Kippur*
- 10 – No School – Indigenous Peoples’ Day
- 24 - Diwali

November – 18 days

- 8 – No School – Election Day (Offices Open)
- 11 – No School – Veterans Day
- 23 – Begin Thanksgiving Recess at noon

December – 16 days

- 19-26 – Hanukkah*
- 22 – Begin Winter Recess at noon (Includes Christmas – 12/25 and Kwanzaa – 12/26)

January – 19 days

- 2 - No School – in Observance of New Year’s Day
- 3 – No School – Professional Develop. for Staff
- 4 - Classes Resume
- 6 – Three Kings Day / Dia De Los Reyes
- 16 – No School – Martin Luther King Day
- 22 – Lunar New Year

February – 15 days

- 20-24 – February Vacation (includes Presidents’ Day)

March – 23 days

- 8 – Holi
- 3/23-4/21 – Ramadan*

April – 14 days

- 3/23 - 4/21 – Ramadan*
- 6-13 – Passover*
- 7- No School - Good Friday
- 9 - Easter
- 17-21 – April Vacation (includes Patriots Day)
- 22 - Eid al-Fitr*

May – 22 days

- 29 – No School – Memorial Day

June – 12 days

- 2 – Class Day (Tentative)
- 5 – Graduation Day (Tentative)
- 16 - Last day of school (180 days)
- 19 - Juneteenth - Offices Closed
- 26 - 185th day

Prof. Dev. for Teaching Staff

- Half-Day for ALL students PK-12

Special Dates for Seniors

Major Religious & Cultural Holidays

Dates underlined above represent the district’s major religious and cultural holidays. All Jewish and Islamic holidays starred (*) above begin at sundown the previous day. Somerville Public Schools staff members will do their best to refrain from scheduling one-time events, field trips, athletic competitions, auditions, tests, quizzes for these days. Long-term assignments will not be due on the day of or the day after one of these holidays.

Open Door Policy

Open Door Policy

During our after school Teen Center programs, members are encouraged to check into the Teen Center at any time between 2:30-8pm. Teens with parent or guardian approval, and signed permission, to walk home without supervision are allowed to leave whenever they wish. If a Teen is to be picked up daily by a parent or guardian, they can only leave if their parent or guardian is at the building to pick them up. We will keep a record of approved people to pick-up each teen, if this changes throughout the school year you must let Teen Center staff know before pick-up.

Our “Open Door Policy” is as follows- This policy means that our registered members, 12-18 years old, may enter and exit the facility at any time your child deems it is appropriate for them to do so. However, this will be held at “Enter once, leave once” meaning members cannot go in and out of the facility multiple times during the same day to ensure member safety. Once a member leaves, they cannot check back in on that given day. In addition, once the member leaves the door of the Edgerly School, they should leave the surrounding property—if they are leaving the building, they are to completely leave and not to hangout outside. **For questions, comments, or concerns regarding appointments, meetings, etc. contact Teen Center staff beforehand.**

Members will have the freedom to come to the Teen Center at whichever time, and leave the facility at whichever time. However, each member is only allowed to “Enter once, leave once” per day; meaning once a member enters the Teen Center, they must stay until they intend to leave for the day. Once they leave the building they cannot re-enter that same day.

Parents and guardians are encouraged to have an Open Door Policy with Teen Center Staff for communication, meaning we are always available to answer comments, questions, and concerns via phone or email. As the Teen Center is a space for our Teens, we want to encourage parents and guardians to only visit the Teen Center between the hours of 9am-2pm.

Procedures for Family and Staff Communication

The City of Somerville Parks and Recreation Teen Center is open for parents and guardians to physically visit our facility between the hours of 9am-2pm. Planning to visit the Teen Center before your physical visit would be greatly appreciated, either via email or phone communication. Contacting Teen Center staff is always welcomed, and we will do our best to respond within the hours of 9am-8pm. During times of operation when our Teens will be in the building, between 2:30pm-8:00pm or 12:30pm-8:00 pm on half days, we ask that parents refrain from visiting the Teen Center unless it is to dismiss their Teen. We encourage parents and guardians to be involved with our programs, encourage their Teens to be active participants,

and offer ideas, suggestions, and concerns whenever they arise to Teen Center staff. To facilitate quality communication, the following procedures will be as follows:

1. Somerville Recreation website, under Teen Center: look here for daily schedules of program activities, snack menu, upcoming events, scheduled Club closings, community resources, necessary paperwork, etc.
2. A virtual parent conference will be held via Zoom between Club Staff and parents/guardians once every quarter, these will be emailed out to families as well as announced on the Somerville Recreation Teen Center website as well.
3. Email list: when registering your child, the email given will be added to our monthly email list where you will be updated with future program opportunities, be informed of activities we have done, Teen resources, and other information
4. The Teen Coordinator and other staff members of the Teen Center will make every reasonable effort to address parent/guardian concerns in a timely manner. More serious concerns will be given priority. Your patience and cooperation is appreciated.
5. Parents/Guardians are expected to provide the Teen Center with recently updated information, especially phone number changes or changes to dismissal permissions.

Complaint Procedures

If any member has an issue or concern, we hope that they feel comfortable speaking to a Teen Center staff member so that we can address the situation before it escalates. Staff will respect all concerns that members have, and will address the problem in privacy and confidentiality.

If a parent or guardian has any issues or concerns, please address them with the Teen Coordinator so it can be resolved in private as soon as possible. If we are unaware that there is a problem, or that there may be problems arising, we cannot work to resolve it. We want to provide an atmosphere where your child, and all other members, feel safe and have fun while participating, socializing, and learning in our Teen Center.

Comments and Suggestions

Your comments and suggestions, as well as member comments and suggestions, are appreciated and will only make our Teen Center better. Parents/guardians may speak to our staff via email or via phone, and we will do our best to respond as soon as possible. Parents/guardians are encouraged to contact our staff to schedule meeting times, available in person or via zoom. We would appreciate all in person visits to be pre-scheduled, and between the hours of 9am-2pm, Monday through Friday.

Contact Information

Phone Calls:

Ask to speak with Brooke Metivier regarding Teen Center specific questions, comments, concerns, schedule meeting times, etc. If Brooke is not available, please ask to leave a message and you will be contacted as soon as possible.

If it is an emergency, and Brooke is not available, another staff member will help and Brooke will follow up if necessary.

Phone Number: 617-625-6600 x 2980

Emails:

Please include your name, your child(ren)s name(s), "Teen Center" somewhere in the email, and contact information if necessary. Your email will be answered as soon as possible.

Emails that will be connected to the Teen Coordinator:

jvallesio@somervillema.gov

gscarpelli@somervillema.gov

Meetings:

In person meetings, and zoom meetings, are important to create and foster relationships with Teen Members families however they are preferred to be scheduled beforehand. Please either email or call, and wait for a response to then schedule a common time to meet.



*****Please fill out and bring to your first day of the Teen Center.*****

Membership Agreement

I (Guardian Name) _____ and (Member Name) _____
have read and agree to follow the Teen Center Handbook Expectations and Code of Conduct.

Signatures:

Parent/Guardian Signature: _____

Member Signature: _____

Date: _____

Teen Center Emergency Contact Form

Name of Child: _____

Emergency Contact Information:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Please list the names of all persons allowed to pick up your child from the program. A picture form of identification must be presented when picking up child.

Name: _____

Relation to Child: _____

Phone Number: _____

Name: _____

Relation to Child: _____

Phone Number: _____

Please list any allergies:

I give my child permission to walk home on their own. Yes No

Parent/Guardian Signature:

Please print out and bring it with you to your child's first day of their program

If you have any questions or concerns, please contact the Parks and Recreation Department at
617-625-6600 ext. 2980.