

# **ORIENTATION PACKET**

## **TEENS ON THE MOVE**



**Neighborhood House**  
O F M I L W A U K E E

2819 W. Richardson Place

Milwaukee, WI 53208

Phone: (414)933-6161 Fax: (414)344-0137

[www.nh-milw.org](http://www.nh-milw.org) [info@nh-milw.org](mailto:info@nh-milw.org)



## **Contents/ what we will cover**

Teen Activities/programming and basic information.....	1
NH teen conduct policy.....	2
Disciplinary Policy.....	3
Credit System.....	4

## Teens on the Move –Teen Program

### Hours

Regular After school: 3:00-8:00pm

MPS Off Days: 9:00am-5:00pm

Summer Hours: 9:00-5:00pm

### Ages

12 ½ -19 years

### Teen Program Activities Include

- Homework help
- Leadership Development
- Civic Engagement
- Various Recreational Activities
- Female and Male Focus Groups
- Art Club/ AWE projects
- Environmental Education Club
- Community Service Projects
- TOTM newsletter
- Book Club
- Field Trips and Events

The Teens On The Move Program provides a safe place where teens can participate in activities that will empower them to grow, explore their passions and to be successful.

### **For more information contact:**

Mary Sherman- Teen Program Coordinator

Email: [msherman@nh-milw.org](mailto:msherman@nh-milw.org) Phone: (414) 933-6161 ext. 137

# NH Teen Program Conduct Policy

Neighborhood House's (NH) rules and policies are intended to avoid any mishaps or wrongdoings and prevent injury while participating in any NH Program. All participants of the NH Teen Program must agree to follow the general conduct rules of Neighborhood House:

## NH Conduct Rules

1. Use friendly words
2. Stay with your group
3. Give respect & obtain it in return
4. No hurting
5. Have "positive" fun
6. Make Positive Choices

Further, as an NH teen participant, I promise to:

1. Act in a responsible manner and own up to my mistakes!
2. Control my anger and emotions and avoid violence on or off the NH property.
3. Show respect to all NH staff, other adults and each other.
4. Not use vulgar or abusive language or call each other names.
5. Not wear hats, do rags, or headbands in the building (except the gym).
6. Sign out when I leave the building if I want to return.
7. Not use or possess alcohol or illegal drugs on or off the premises.
8. Not smoke on the NH property (including outside or on NH trips).
9. Not use cell phones or music player headsets in the building or on NH trips.
10. Not bring weapons in the building or onto NH property.
11. Keep hands to myself & No Physical Displays of Affection (kissing, hugging, or touching)!
12. Respect & not abuse or damage NH property and or program equipment!

Finally, I understand that as part of my participation in the NH Teen Program, I will be required to participate in at least two non-recreational programs each year.

I have read the above rules and policies and I understand that to participate in the NH Teen Program, I must follow them all. If I fail to follow the above rules and policies, I understand that I will be removed from the NH Teen Program.

Teen's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent / Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **Disciplinary Policy**

Appropriate disciplinary action will be carried out by the responsible staff member. **The Teen Program Staff** will give out suspensions and terminations if you do not comply with the conduct rules and guidelines stated in the NH teen conduct policy. **If you do not follow the rules or exhibit inappropriate behavior and actions**, the teen can expect the subsequent consequences:

1. Be made aware of the behavior exhibited is inappropriate through a staff's verbal **reminder**, glance or gentle gesture.
2. If the behavior continues, the staff member will again remind the child/teen of the unacceptable behavior.
3. The teen will be removed from the activity.
4. Suspension from the premises and/or not allowed to participate in the next field trip or Event. A discussion with the teen, parent or guardians will also be set up.
5. If the actions, behavior continues or 3 suspensions in a given time the teen will be on probation (length of time determined by staff).
6. Finally, Termination from the program.

**Teen/Participant initial:** \_\_\_\_\_

## **Credit System**

Following the requirement to participate in two non recreational programs each year the credit system is put forth to recognize the efforts of the teens who participate fully and go above and beyond investing in the teen program.

### **Credits can be earned by**

- Continual and consistent participation in a non-recreational program i. e. Youth Council, Art club, EE club, Book club, TOTM newsletter, Zumba etc.
- At least 10 community service hours in a month ex. volunteering for NH, creating a bulletin board, organizing/cleaning the teen lounge.
- Good grades-a teen may bring in their report card and each A will be **giving** a credit
- At recommendation of NH staff

If a teen acquires **four or more** credits in a month the teen will be eligible for the monthly raffles including prizes such as: gift cards, t-shirt, candy, and movie tickets etc.

**Credits will be tracked by the **Teen Program Staff**.** A teen may always ask how many credits they have.

**Teen/ Participant Initials:** \_\_\_\_\_