



City of  
**Mountain View**

# The View

# Teen Center

## Participant and Parent Handbook



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# Welcome

The City of Mountain View and The View Teen Center would like to welcome you and your teen to our facility! This is a free, safe, multi-use center, supervised by trained staff. The View Teen Center offers a variety of teen programming, including recreational and educational classes, special events, resources, and drop-in activities for teens to participate in. Activities surround the arts, health and fitness, culinary arts, education, career, and college activities and resources.

In order to ensure that your teen maximizes the benefits of our programs, we kindly request your attention to our facility and program guidelines. These regulations, outlined in our code of conduct, establish clear expectations regarding behavior, self-respect, respect for others, and the facility itself. These policies become effective upon your teenager's registration as a member at our facility.

For any additional inquiries or further clarification regarding the contents of this manual, we encourage you to reach out to our staff members or contact the Recreation Coordinator. We greatly value your cooperation and look forward to fostering a safe and supportive environment for your teen at The View Teen Center!

“

*My favorite part about working at The View is being able to provide a space and programs that are accessible, inclusive and affordable for all!*

”

## Lauren Eck

Recreation Coordinator

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A vertical photograph on the left side of the page shows a man with dark hair and a goatee, wearing a black hoodie, smiling and looking towards the camera. He is standing in a kitchen, with a stainless steel range hood above him and a stove with a pot on it in front of him. The background shows a window with a white curtain.

# Our Mission

The mission of The View Teen Center is to provide an attractive, safe, growth-promoting setting for teens that supports the Developmental Assets approach, fostering a sense of place and belonging.

## Safe Space for ALL Youth

It is our priority to ensure a safe environment for everyone at The View Teen Center. The View Teen Center is LGBTQIA+-friendly and a safe space. We are dedicated to providing fun and welcoming spaces and programs for all teens. Some of our inclusive amenities and programs include: gender neutral restrooms, an annual Pride Party, LGBTQIA+ books in our mini-library, and the inclusion of pronouns on our membership form.

## Staff and Volunteers

All staff members and volunteers are screened during the application process. Background checks are run on all Teen Center staff and volunteers. Training in CPR/first aid, suicide prevention, and general safety are regularly required.

All staff members of The View Teen Center are mandated reporters of child abuse and neglect by California state law. Staff are legally obligated to report any reasonable cause to believe that an individual we encounter in our professional capacities who is either under the age of 18 or a dependent adult is being abused or neglected.



# Hours of Operation

## **School-Year Hours:**

Monday – Friday: 3:15-7 p.m.

Saturday: 1-6 p.m.

Sunday: CLOSED

## **Summer and School Break\* Hours:**

Monday – Saturday: 1-6 p.m.

Sunday: CLOSED

*\*School Break hours will be identified on the monthly activity calendar.*

The View Teen Center may adjust hours for school breaks and observes City and National holidays. Hours and program schedules are subject to change without notice, however staff will make every reasonable effort to keep you and your teen informed.

## **Holiday Closures**

*\*The facility may be closed additional days during the holidays.*

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve - New Year's Day

## **Sign-In/Sign-Out Procedure**

Visits to The View Teen Center are on a drop-in, voluntary basis. With each visit, teens are required to sign-in at Front Desk by scanning their I.D. card. Teens will repeat the same procedure upon signing out. There are no in and out privileges. Once the teen center is closed, staff are not responsible to stay with your teen and the facility will close as scheduled. Please make arrangements with your teen as to when it is appropriate to leave the facility and with whom.



# Memberships

*Upon becoming a member of The View Teen Center, you can engage in a variety of enjoyable activities. These activities include socializing, art & crafts, receiving homework assistance, discovering the local community, and acquiring new skills.*

## Membership Eligibility

The View Teen Center is free to all Mountain View and Los Altos 6th-12th grade students. To fill out a membership form, stop by during open hours or visit [MountainView.gov/TheViewTeenCenter](http://MountainView.gov/TheViewTeenCenter).

## Registration Information

To be successfully registered, all teens will be asked for their school ID. Teens and a parent/guardian must fill out a registration form acknowledging that all information regarding The View Teen Center has been read, understood, and that they will be held responsible for any noncompliance.

Upon turning in a completed registration form, teens will have their picture taken and issued a membership I.D. card. All teens are required to have their membership I.D. for entrance into the Teen Center.

In order to provide a safe place for participants and staff, it is important that you notify us of any pertinent personal or medical concerns at the time of registration. We ask that you notify us of any changes as they occur so that we can better accommodate the needs of everyone.



# Facility Amenities

The View offers a variety of drop-in spaces for teens to enjoy. These spaces include:

- A game room with a pool table, foosball table, ping pong table, basketball hotshot, air hockey table, and old-school arcade games.
- A video game area with two televisions and an Oculus Quest 2, Nintendo Switch, Xbox One, PS5, PS2, and Wii U.
- A Makerspace with sewing machines, a Circuit, to-go craft kits, and a variety of arts and crafts supplies.
- A large kitchen to offer daily snacks, a snack bar, and cooking classes.
- A lounge with comfortable seating, a large screen TV, DVDs, cable TV and streaming services, and board games.
- A study room with twelve Wi-Fi-enabled computers, a mini library, school-year tutoring, and school supplies.
- An outdoor patio, garden, grass area for relaxing, sports, and socializing.
- A large multi-purpose room to offer workshops, dodgeball, special events, and more.

Daily Activities are led by staff members and range from arts and crafts and sports to snack making and tournaments.



# Room Uses

## Kitchen

Participants are allowed access to the kitchen and its amenities with the permission of a staff member. Please ask a staff member for access to the appliances, fridge, freezer, and cabinets. Participants are responsible for cleaning, disposing of their utensils, cups, plates, and for their clean-up of all items after Kitchen use.

Participants are not allowed to store food and drinks inside the refrigerator. Microwave use is allowed in heating or cooking microwavable foods, in the correct containers.

## Snack & Snack Bar

Daily Snack is provided to all drop-in participants, served approximately 1 hour after opening.

The View also has a snack bar (cash, bills lower than \$10 only). The snack bar carries various items, including chips, instant noodles, Gatorade, sparkling water, ice cream treats, and more. Everything is \$1 or less.

If you would like to purchase food please:

- Go to the office and tell staff what snacks you would like to purchase.
- Pay (cash, bills lower than \$10 only).
- Walk back to the kitchen and redeem food from staff.







## Study Room

The Study Room is available for drop-in participants only. Teens must sign in and sign out of the study room at the front desk. Priority goes to those participants using tables and computers for homework. Books may be borrowed from the mini-library. Please return within 30 days.

Please follow the following rules when using a laptop or desktop computer:

- Priority use goes to those participants using computer time for homework.
- The downloading of programs or explicit material is NOT ALLOWED. Viewing obscene material, pornography, sites that advocate for discrimination, and violence are strictly prohibited.
- Please save your personal work on a jump drive.
- Close all programs when finished.
- Printing is only permitted for homework purposes.
- Do not change Desktop backgrounds.

Free Tutoring is held in the Study Room during the school year Monday-Thursday, 4 - 6 p.m. Please be considerate of tutors and students using the room.



# Makerspace

Our Makerspace is packed with arts and craft supplies and materials. Come create, explore, and invent! There is no cost to use the Makerspace. This is a place for all to learn, explore, innovate, and unleash their creativity! Teens must sign in and sign out of the study room at the front desk.

## Makerspace Rules:

- Clean up after yourself. Paper towels, cleaning wipes and other cleaning supplies are available for you to use to clean up your area when you are finished.
- Return all supplies to the correct location. Wash paint brushes and trays.
- Use a mat when using paint, resin, glue or other messy supplies. This helps keep our tables clean!
- Respect and welcome everyone who comes to use the space.
- Be considerate of other's projects.
- Keep projects organized and labeled or forfeit project materials.
- Follow all proper safety precautions.

## Cricut Rules:

- Cricut tools are available for check out at the front desk.
- Check out the iPad from the front desk to create your designs with the Cricut software.
- Ask a staff member before using the equipment the first time.

Art materials are for you to use, not abuse. Equipment and supplies are expensive, so please be mindful and use them with care.



# Video and Table Games

All content provided by the Teen Center is rated appropriate for Teens or younger (G, PG, PG-13, TV-14, T for Teen).

We strongly discourage bringing personal game devices into the facility. The View Teen Center is not responsible for lost, broken, or damaged items.

A Teen Center I.D. is required to check out video games and table game equipment. You are responsible for returning the equipment when you are finished. Forgot your I.D.? Please provide some sort of collateral (keys, wallet, cell phone, etc.) to a staff member in exchange for the equipment.

*The View Teen Center is Video-Game free on Wednesdays during the School Year.*

## Video and Table Games Rules:

- Use of all games is on a first-come-first-serve basis. There is a 30 minute time limit on single player games when others are waiting to play.
- The use of inappropriate language or physical contact with other players will result in the loss of video games privileges.
- No food or drink in the video game area or on the pool table.
- Report any damaged or missing equipment to a staff member.
- Game rules should be discussed and agreed upon in advance by the players.



## TV Lounge

Televisions are equipped with cable, Netflix, and Disney+, and a variety of DVDs are available to check out from the front desk. Please ask a staff member before watching a show. The Teen Center plays shows and movies rated PG-13 and below.

TV Lounge furniture is not to be used for any other reasons other than sitting and relaxing.

Board games are available for teens to play. Report any missing pieces or damaged games to a staff member. Return the board games when you are finished.

## Outdoor Spaces

An outdoor patio, gardens, and grass area for relaxing, sports, and socializing are available to teens.

Sports equipment should be used only in outdoors areas where appropriate.

Bikes, skateboards, roller skates, roller blades, scooters, and other modes of transportation are not to be ridden inside the Teen Center.





# Programs & Trips

The View Teen Center regularly hosts programs and off-site trips. Some of these include:

- Enrichment Classes are offered in fall, winter, and spring sessions. Currently, The View offers an Art Club on Tuesdays and a Cooking Class on Wednesdays.
- College Tours are offered from September to April and are open to 11th & 12th-grade students. These trips give teens the opportunity to visit college campuses and attend a special outing to enjoy the day.
- Bike To Boba is offered monthly April-October. Staff lead bike rides to visit a new Boba place each month and talk about bike safety. Your choice of Boba is included free of charge!
- Adulting 101 Workshops are offered monthly August-May. Workshops are designed to prepare teens for adulthood and the workforce.
- Enrichment Trips are offered during school and summer breaks. These trips give members the opportunity to explore fun and learning within the Bay Area.

## Registration

Registration for programs and trips takes place online at [MountainView.gov/ActiveNet](http://MountainView.gov/ActiveNet) or by speaking with a staff member at the front desk.

Programs and trips have limited availability and are advertised to Teen Center members before the general public. Registration information will be made available at least two weeks prior to the program or trip start date. If you are put on the waitlist for a program or trip, you will be notified via email as soon as a space opens up. You have 24 hours to claim the open space.

## Cancellations and Changes

Programs and trips may be cancelled by the Teen Center based on registration numbers or other situations outside our control. Programs and trips may also be changed (i.e start or end time, date, location, etc.) with little advanced notice. If you need to cancel a registration, please contact the coordinator at your earliest convenience.

# Participant Behavior Policy & Expectations

The following is a list of rules to guide participant expectations at the Teen Center. Members must follow all Teen Center rules and directions at all times, whether a staff member or a volunteer gives directions. The list is not to be all-inclusive.

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

It is up to all Teen Center members to ensure the Teen Center stays clean and the equipment lasts a long time.

**\*\*Any school suspension or expulsion carries over to the Teen Center. If a student is not allowed at school for a behavior issue, they are not allowed at the Teen Center until the school consequence has ended.**

***Being a Teen Center member is a privilege, not a right.***

The behavior policy is to ensure The View Teen Center is a place for teens to feel comfortable, respected, and safe. Violation of any policies will result in disciplinary action ranging from verbal warnings to suspension or permanent expulsion from The View Teen Center. The disciplinary action will be more severe if the violation is deemed more serious. The View staff will make an attempt to notify parents of behavior problems.

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, they are requested to report it to a staff member.

## **Assault & Battery.**

It is not permissible to commit any type of assault, sexual assault, or battery or upon others while at the Teen Center. The Mountain View Police Department will be notified and all applicable state and federal laws will be enforced.

## **Bicycles**

Participants may ride bicycles to The View Teen Center providing that all traffic laws are obeyed. Bicycles must be locked to the provided bike rack to prevent theft. The City of Mountain View assumes no responsibility for thefts or vandalism to participant's bicycles.

## **Communication**

Information provided by teens and parents/guardians will remain confidential. Parents, please call the Teen Center regarding any concerns, suggestions for improvement or general feedback. Teens are encouraged to speak with a staff member in any situation best handled by an adult or if they have any questions or concerns.







## **Dress**

Participants at the The View Teen Center 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 Teen Center staff. To facilitate this policy consistently, the following standards shall be applied:

- Shirts and tops should be able to meet pants in front and back.
- Sheer or see-through clothing is not acceptable.
- Shirt and shoes must be worn at all times.
- No offensive or disrespectful slogans, symbols, pictures or words on any clothing.

Teens out of compliance with the Dress Code will not be allowed on the premises.

## **Enforcement of Rules**

Facility rules will be enforced at all times, including, but not limited to: The View Teen Center, surrounding park area, or while attending and going to or from a City-sponsored activity.

## **Fines & Assessments**

California State Law makes parents fully responsible for losses of and damage to school and city property by Teen Center participants.

## **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.

## **Guests**

Guests who are visiting a Mountain View or Los Altos resident can be granted a Guest Pass, given they are in 6th-12th grade and accompanying a member. The sponsoring member must accompany their guest at the time of sign in. The guest may not remain in facility after their sponsor has left. The sponsoring member is responsible for all actions of their guest. Guests may only attend drop-in at the Teen Center and may do so for up to 3 consecutive days.

## **Harassment/Bullying**

The View Teen Center has a zero-tolerance Harassment/Bullying policy. Disciplinary action will result if any participant engages in any harassment, hazing, bullying or threatening to engage in any activity that causes or is likely to cause harm or personal degradation to another participant.

## **Health and Safety**

Members of the Teen Center are expected to attend to the health and safety of themselves and others. This means doing things like washing hands, cooperating with disposal of items that have come into contact with blood and bodily fluids (bandages, pads and tampons, tissues, etc) and respecting the medical and safety needs of others.

We expect all members to avoid engaging in activities with high risk of injury while attending the Teen Center. The Teen Center staff does not administer medication and cannot be responsible for medical care requiring more than first aid. All staff are trained in CPR/AED/First Aid and will administer first aid as needed.

## **I.D. Cards**

A Teen Center I.D. Card will be issued to each member. All members are required to have their membership I.D. for entrance into the Teen Center. Each teen may receive up to three (3) replacement cards per year. Please ask a staff member if you need a new card. After the allotment has been reached, we are unable to provide you with a card and you will be asked to leave additional collateral when checking out materials.

## **Illegal Substances, Drugs and Alcohol**

Use of or possession of any illegal substance at The View Teen Center, or at any City-sponsored activity is grounds for immediate suspension. The Mountain View Police Department will be notified and all applicable state and federal laws will be enforced.

## **Interpersonal Relationships**

Sitting on laps, kissing, and any other inappropriate behavior are not acceptable while at the Teen Center. Sexual harassment will not be tolerated. Participants are expected to follow the instruction of the Teen Center staff and volunteers.





## **Language**

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.

## **Lost and Found**

The View Teen Center's front desk staff will make every effort to contact the owner of an item if it is clearly marked with a name or contact information. Items will be held at the front desk for a **MAXIMUM** of **THIRTY (30) DAYS**. After such time, the items will be properly disposed, destroyed, or donated. Hazardous or perishable items are immediately discarded. Any individual making a request for a lost item must present a description of the item before it will be returned to them. If the item has no identification on it but the individual can describe it or unlock it (i.e. phone, tablet, laptop), the item will be returned.

## **Medication**

The View Teen Center is not allowed, by policy, to dispense, store and /or oversee medication of any kind, including all non-prescription medications. The Teen Center will have a first aid kit on site for minor injuries.

## **Membership Termination**

Membership may be terminated by the Recreation Coordinator at any time for any cause. Whenever possible, before terminating membership, reasonable effort will be made to utilize alternative options for resolution.



## **Movie/Video Game Content**

All movie and video game content will be rated PG-13/Teen and below.

## **Personal Items**

The Teen Center is not responsible for personal items. Members are expected to keep track of their personal items. Sharing your personal items is at your discretion. Free lockers are provided to store valuables and may be checked out at the front desk.

In the event that the Teen Center staff needs to search your belongings while you are here, your presence will be requested whenever possible. Any bags left behind are subject to search for the purpose of identifying the owner and returning it.

## **Photo Release**

The View Teen Center reserves the right to have program participants photographed or videotaped for any publicity purposes including flyers, posters, brochures, or our social media and web pages.

## **Phone Use**

Phone use is only available for contacting a parent or guardian. Teens must ask a Staff member before using the Teen Center phone. A staff member will always accompany a teen while using the phone. No incoming calls are permitted to a teen unless it is a parent or guardian. Please ensure that a current phone number is always on file for the primary guardian and any other emergency contacts.





A photograph of two young women with long dark hair looking down at a grill. The grill has several pieces of meat cooking on it. In the background, there are trees and some outdoor equipment like a cooler and a water bottle.

## **Restroom Use**

Restroom facilities are located inside The View Teen Center. Teens wishing to use the restrooms may do so at their leisure. Any teen caught vandalizing or using the restrooms in any manner different from its intended purpose, may lead to removal, suspension, or expulsion. The View Teen Center offers men's, women's, and non-binary restrooms for teens to use. Staff use a separate restroom from teens.

## **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 permanently suspended from The View Teen Center. The Mountain View Police Department will be notified and all applicable state and federal laws will be enforced.

## **Skateboards, Roller Skates, Roller Blades & Scooters**

Skateboards, roller skates, roller blades, scooters, and other modes of transportation are not to be ridden inside the Teen Center.

## **Spectators**

There are no spectators allowed in the facility with no exceptions. Parents/guardians who arrive early to pick up from a program must wait outside the facility.

## **Theft**

Any participant who has stolen any supplies or equipment from The View Teen Center will be permanently suspended from visiting The View Teen Center and participating in teen programs and events. The Teen Center will report all incidents of theft to law enforcement.





## **Tobacco/Drugs and Smoking**

Participants will be suspended from the Teen Center if they have in their possession, tobacco or cigarettes, vape pens, e-cigarettes, cigarette lighter, matches, or like paraphernalia. The Mountain View Police Department will be notified and all applicable state and federal laws will be enforced. There is absolutely no smoking on The View Teen Center property.

## **Vandalism**

Damaging Teen Center property or the property of others will not be tolerated. Depending upon the circumstances and severity of the situation, suspension may be a result. All incidents will be documented by the Teen Center staff to keep a record of such behavior. Parents may be liable to pay for damages. If the damage is deemed as excessive, the Mountain View Police Department will be called to investigate and fill out a police report.

## **Weapons Brought**

Participants will be suspended for possession of any firearm, knife, explosive or other dangerous object at The View Teen Center or other Teen Center sponsored activity.



# Behavior Policy Enforcement Chart

**If non-compliance is exhibited to any of the rules and policies, the following actions will be followed by staff. Certain actions may result in immediate suspension or expulsion depending on severity. Compliance with these rules is mandatory for all participants.**

## **Discipline Policy:**

- The View Teen Center works to ensure that the consequences for unacceptable behavior are clear, appropriate, and timely.
- Any staff member may suspend a Teen Center member for up to one day for abuse of the rules, disrespect, foul language, or verbal harassment of other Teen Center members or staff.
- When a member is suspended for more than one day, an email will be sent or a phone call will be made to the member's parent/guardian.
- Our standards, along with the expectation that all members use good common sense, exist to ensure that all members can safely enjoy the Teen Center's activities. We will not tolerate situations that are dangerous for members or staff.
- Any member who disrupts programs or activities or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges. First-time offenses are never excused as such and will be handled based on their severity.
- Parents/guardians will be called to remove any member who has failed to curb their disruptive behavior and/or aggressive or violent behavior.
- Members are expected to respond to discipline without incident. Failure to do so will almost always result in an increase in the length and/or severity of any disciplinary action taken.
- Staff are trained and fully expected, by policy, to maintain full control of any situation that occurs in their program area and will not tolerate anything that threatens that control in appearance or manner.

| Violation  | First Offense   | Second Offense   | Third Offense  |
|--|---|--|--|
| Assault/Battery of another member or upon any City of Mountain View employee | Parent Notification, Police Notification, Mandatory Expulsion             |  |  |
| Bullying   | Immediate removal from facility, Possible Suspension, Parent Notification | Immediate removal from facility, Up to 5 day suspension, Parent Notification                   | Immediate removal from facility, Up to 30 day suspension or Possible Permanent Suspension, Parent Notification                   |
| Dangerous Weapons or Objects   | Parent Notification, Police Notification, Up to 10 day suspension         | Parent Notification, Police Notification, Possible Permanent Suspension                        | Parent Notification, Police Notification, Permanent Suspension   |
| Defiance, Disruption, Disrespect   | Possible Suspension   | Up to 5 day suspension, Parent Notification  | Parent Notification, Up to 10 day suspension or Possible Permanent Suspension  |
| Dress Code Violation   | Change clothes or immediate removal from facility, Possible Suspension    | Change clothes or immediate removal from facility, Up to 5 day suspension, Parent Notification | Change clothes or immediate removal from facility, Up to 10 day suspension or Possible Permanent Suspension, Parent Notification |
| Fighting with other members  | Verbal Warning Given from Staff, Possible Suspension                      | Parent Notification, Up to 5 day suspension  | Parent Notification, Up to 10 day suspension, Possible Permanent Suspension  |



| Violation  | First Offense  | Second Offense   | Third Offense   |
|--|--|--|---|
| Harassment, Hate Crimes, Sexual Harassment   | Immediate removal from facility, Parent Notification, Police Notification, Up to 30 day suspension   | Immediate removal from facility, Parent Notification, Police Notification, Possible Permanent Suspension | Immediate removal from facility, Parent Notification, Police Notification, Permanent Suspension |
| Monopolizing Teen Center space and/or resources  | Verbal Warning Given from Staff, Possible Suspension   | Parent Notification, Up to 10 day suspension   | Parent Notification, Possible Permanent Suspension  |
| Public displays of affection (PDA)   | The View Teen Center staff will use their discretion to decide whether members are being physically inappropriate with each other or are causing other members to feel uncomfortable because of their behavior. Members will receive a warning and a subsequent one-day suspension for continued violations. |  |   |
| Refusing to comply with the direction of Teen Center staff or volunteers   | Verbal Warning Given from Staff, Possible Suspension   | Parent Notification, Up to 10 day suspension   | Parent Notification, Possible Permanent Suspension  |
| Refusing to leave the Teen Center when asked to do so, including but not limited to at closing or during an evacuation | Verbal Warning Given from Staff, Possible Suspension   | Parent Notification, Up to 10 day suspension   | Parent Notification, Possible Permanent Suspension  |
| Serious Injury, Attempting to Cause  | Parent Notification, Police Notification, Possible Permanent Suspension  | Parent Notification, Police Notification, Permanent Suspension   |   |

| Violation   | First Offense  | Second Offense   | Third Offense  |
|---|--|--|--|
| Swearing-Profanity and Vulgarity  | Verbal Warning Given from Staff, Possible Suspension   | Parent Notification, Up to 5 day suspension  | Parent Notification, Up to 10 day suspension, Possible Permanent Suspension                              |
| Theft   | Parent Restitution, Police Notification, Up to 10 day suspension                               | Parent Restitution, Police Notification, Possible Permanent Suspension                             | Parent Restitution, Police Notification, Permanent Suspension  |
| Tobacco/Drug Use or Possession  | Immediate removal from facility, Parent Notification, Police Notification, Possible Suspension | Immediate removal from facility, Parent Notification, Police Notification, Up to 30 day suspension | Immediate removal from facility, Parent Notification, Police Notification, Possible Permanent Suspension |
| Vandalism or Property Destruction   | Parent Restitution, Police Notification, Possible Suspension                                   | Parent Restitution, Police Notification, Possible Permanent Suspension                             | Parent Restitution, Police Notification, Permanent Suspension  |
| Viewing pornographic content on Teen Center computers or personal devices | Parent Notification, Up to 5 day suspension  | Parent Notification, Up to 10 day suspension   | Parent Notification, Possible Permanent Suspension   |





City of  
**Mountain View**

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