



Teen Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Step 1: What occurred?**

The purpose of this form is to inform you of an incident involving your teen; or to report an unsafe or disrespectful behavior.

\_\_\_\_ Your teen was injured: \_\_\_\_\_

\_\_\_\_ An unsafe behavior: \_\_\_\_\_

\_\_\_\_ Disrespectful behavior: (fighting / pushing / tripping / spitting / foul language / theft / throwing objects / rude/ bullying or disruptive conduct): \_\_\_\_\_

\_\_\_\_ Refusal to follow directions of city staff/volunteers: \_\_\_\_\_

\_\_\_\_ Destruction of City of Manhattan Beach or personal property: \_\_\_\_\_

**Step 2: What does this mean for my teen?**

Our goal is to ensure the safety and security of all participants, staff, and volunteers on and off-site.

\_\_\_\_ For information only (FYI)

**For disciplinary issues, the following consequences can be implemented at the discretion of Teen Center staff.**

\_\_\_\_ Teen and parent conference with the teen center supervisor

\_\_\_\_ Behavior contract

\_\_\_\_ Suspension from Teen Center program for \_\_\_\_\_ days

\_\_\_\_ Suspension from Teen Center program for \_\_\_\_\_ weeks

\_\_\_\_ Expulsion from Teen Center program

**Step 3: Where do we go from here?**

**Please go over this form with your teen. This form is to be returned the very next day they return to the Teen Center.** The City of Manhattan Beach reserves the right to evaluate the consequences of each infraction in light of its severity and content. The Teen Center staff does its best to communicate and seek assistance from home when behavior does not improve. Safety is our number one priority.

**Please sign and date below to document that you and your Teen were informed of the incident.**

Teen Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teen Center Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

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

Teen Center Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Forms will be scanned once returned and saved in the Teens TC program folder.)