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Discipline Policies

Please note that we view each child as a unique individual, and therefore treat each situation as a unique case. Disciplinary action may vary based on the judgment of the Directors in each unique situation. Based on the severity of the situation, a director may not follow in the progressive, discipline order listed below. **Note:** Repeated offenses will lead to permanent expulsion. If your child has been disciplined, and you would like to discuss the issue, please speak with a Club Director. Please do not seek out an individual staff member.

It is the responsibility of the parent/guardian to assure their child is physically, mentally, and emotionally capable of properly functioning in the Clubs' interactive environment prior to enrolling in membership and during daily attendance. Therefore; the Club may act as a referral service to other - more appropriate - agencies and services if such action is deemed necessary.

General Disrespect: Includes, but not limited to, talking/interrupting, not following directions, tone of voice or actions towards members/staff, etc. This is a progression of behavior correction indicated on a behavior report.

1. Verbal Warning/Discussion with Area Staff
2. Area Discipline (*refer to Parent Handbook for examples*)
3. Conference with Director and behavior report recorded and sent home
4. Suspension (Member will receive a minimum one day suspension. Any further repeated behaviors can result in further disciplinary action up to and including 2 week suspension or expulsion.)

In Bathroom or Leaving Area without Permission/Hall Pass: Includes misuse of the hall pass in hallway or bathroom.

1. Verbal Warning/Discussion with Area Staff
2. Area Discipline
3. Conference with Director and behavior report recorded and sent home
4. Suspension (Member will receive a minimum one day suspension. Any further repeated behaviors can result in further disciplinary action up to and including 2 week suspension or expulsion.)

Abuse/Destruction of Property or Theft: Includes property of the Boys & Girls Club or its membership. Item(s) will be replaced at member's expense. Law enforcement may be contacted if necessary.

1. Conference with Director and behavior report recorded and sent home
2. Suspension

General Horseplay: Includes, but is not limited to, fake/play fighting such as chasing, grabbing, nonaggressive hitting, pushing, or other such low impact incident not severe enough to constitute a fight.

1. Verbal Warning/Discussion with Area Staff
2. Area Discipline
3. Conference with Director and behavior report recorded and sent home
4. Suspension (Member will receive a minimum one day suspension. Any further repeated behaviors can result in further disciplinary action up to and including 2 week suspension or expulsion.)

Profanity/Racist Remarks: Includes inappropriate conversation, material, or discriminatory remarks.

1. Conference with Director and behavior report recorded and sent home
2. Suspension (Member will receive a minimum one day suspension. Any further repeated behaviors can result in further disciplinary action up to and including 2 week suspension or expulsion.)

Threats: Threats will be taken seriously at all times. Local Law Enforcement may be contacted if necessary. Members (regardless of intent) threatening to harm others or damage club property may be reported to the police and subject to disciplinary action including possible expulsion from the club. This may include threats made through the use of communication devices, including but not limited to, telephones, written, verbal, text message, e-mail, Internet, and threats that may be indicated through body language.

1. Conference with Director and behavior report recorded and sent home
2. Suspension (Member will receive a minimum one day suspension. Depending on the severity and/or any further repeated behaviors can result in further disciplinary action up to and including 2 week suspension or expulsion.)

Cell Phones and Smart Devices: BGCS is not responsible for lost, damaged or stolen devices. The use of an electronic communication device such as a cell phone, or a similar device is prohibited during club hours of operation. This policy will be violated if the device is turned on or used during club, unless authorized by a site-specific procedure. The use of a device occurs if the device is in the "on" position and/or if voice, text, photo or video messaging takes place during the members' time at club. Phones can be a distraction from our programming. There will be consequences for members getting their phones out at times that are not designated or without permission:

1. Verbal Warning
2. Turn device into Director the remainder of the day
3. Turn device into Director, note home explaining that member cannot bring the device for 7 Club days
4. Turn device into Director, device may not be brought back

Leaving the Club without Permission: Every member must sign themselves out and announce their departure to the front office staff. Once a member leaves the Club, they are not allowed to return that same day.

1. 3 day suspension, call to parents, conference with Director and parents
2. One week suspension, conference with Director and parents

*Repeated offenses will lead to permanent expulsion

Fighting: Any member who is considered to have participated in an **offensive** manner during a fight will have consequences consistent with this policy, regardless of who started the fight. Also includes hitting/slapping/kicking that goes beyond general horseplay.

1. 3 day suspension, call to parents
2. 5 day suspension, Parent/Director conference

*Repeated offenses may lead to permanent expulsion

Sexual Harassment: Sexual Harassment is defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. ***This may also occur via technology.*** More subtle forms of behavior, within both physical and virtual work environments, such as offensive posters, e-mails, display of sexually oriented reading material or pictures, inappropriate texts, pictures or videos on mobile phones, cartoons, caricatures, comments, pranks and jokes of a sexual or inappropriate nature, may also constitute sexual harassment when they contribute to a hostile Club environment. **Note:** Before a consequence is given, the situation will be analyzed to determine the appropriate course of action.

1. 5 day suspension, call to parents
2. 10 day suspension, Parent/Director conference

*Repeated Offenses may lead to permanent expulsion

Weapon/Illegal Substance: Anything the Directors/Staff of the Boys & Girls Club deem dangerous or is considered to be an illegal substance such as drugs or alcohol.

1. Object will be taken away and will not be returned/parents notified, 5 Day Suspension, Guardians/Springfield Police Department will be contacted
2. Long-term suspension or possible expulsion, Guardians/Springfield Police Department will be contacted

*Repeated offenses will lead to permanent expulsion and Local Law Enforcement will be contacted for each case.

Bullying: Boys & Girls Clubs of Springfield have a **“No Tolerance”** Policy on Bullying. Bullying is repeated, unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This can include cyber bullying. **Note:** Before a consequence is given, the director will identify if actual bullying is occurring, and the situation will be analyzed to determine the appropriate course of action.

1. 5 day suspension, call to parents
2. 10 day suspension, Parent/Director conference

*Repeated offenses will lead to permanent expulsion and Local Law Enforcement will be contacted for each case.