Parent Handbook
Summer 2022
(Updated March 2022)

GREAT FUTURES START HERE.

BOYS & GIRLS CLUBS
OF SPRINGFIELD
Boys & Girls Clubs of Springfield’s Mission Statement:

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

We accomplish our mission by:

- Providing opportunities in the following core areas: Character & Leadership; Health & Wellness; Education; Sports & Recreation; Workforce Readiness; and The Arts.
- Employing a team of positive, caring, and committed staff members and volunteers.
- Involving Club members and parents in the planning and implementation of Club programs.
- Establishing services in locations that are safe, affordable, and accessible.
- Supporting families with the development of their youth.
- Enhancing core services by collaborating with other organizations.
- Evaluating and modifying program activities to ensure they meet established outcome measures.
- Using our Youth Development Strategy: each member should have a sense of belonging, usefulness, competence, and power/influence.

After review of this parent handbook, if you have questions or need clarification, please reach out to your Unit Director.

**Hours of Operation**

Visit bgclubspringfield.org to view our Summer 2022 Covid-19 Response plans.

Our Administrative offices are located at 1410 N Fremont Ave, Springfield, Missouri and our office hours are typically 8am-5pm Monday through Friday. Club hours vary, as shown on the graphic below.

Boys & Girls Clubs of Springfield (BGCS) will be closed on the following holidays: New Year’s Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, and Christmas Day. Additionally, BGCS is closed on Friday, July 1, 2022.

Our summer hours of operation are shown below:
Summer Day Camp is Provided at the Henderson, Musgrave, & Stalnaker Units

**Hours:** 7:30 am-5:30 pm  
**Fees:** $35 per week, with $10 membership fee and one-time $35 activity fee  
* $20 per week for families that qualify for free or reduced lunch  
**Field Trips:** $35 activity fee pays for field trips and special activities throughout the summer.  
* Additional field trips may be provided, at an extra fee, for interested families.  
**Meals:** Lunch and Afternoon Snack included.  
**Students Served:** Any student from any area school may register for summer day camp at Boys & Girls Club.

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**Youth Before & After Summer School**

<table>
<thead>
<tr>
<th><strong>HENDERSON</strong></th>
<th><strong>O'REILLY</strong></th>
<th><strong>SERTOMA</strong></th>
<th><strong>FREMONT</strong></th>
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| Explore Schools Served  
Boyd  
*transportation provided after school only  
Hours of Operation  
3:50-5:30 PM  
Program Fee  
$15 per week  
Scholarships Available | Explore Schools Served  
Watkins  
Hours of Operation  
6:30-8:20 AM & 3:50-6:00 PM  
Program Fee  
$15 per week  
Scholarships Available | Explore Schools Served  
Sherwood  
Hours of Operation  
6:30-8:20 AM & 3:50-6:00 PM  
Program Fee  
$25 per week  
Scholarships Available | Explore Schools Served  
Fremont  
Hours of Operation  
6:30am-8:20 AM & 3:50pm-6:00 PM  
Program Fee  
$50 for the Summer  
Scholarships Available |

**During weeks when summer school is not in session, members may attend the Club during the day, from 7:30-5:30. Fees vary by Unit. Communicate with your Unit Director.**

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**PICK-UP & DROP OFF TIMES**

- **Drop off:** 7:30-9:00 AM  
  - (Full Day Camp members only)
- **Pick Up:** 4:00-5:30 PM  
  - 4:00-6:00 PM for Sertoma, O'Reilly and Fremont Unit Members

Any time outside of these hours, please contact your Units directly.
Teen Summer Day Camp Provided at the Henderson, Musgrave, & Stalnaker Units

**Hours:** 7:30 AM - 5:30 PM

Summer Day Camp is **FREE** for all teen members!

**Meals:** Lunch and Afternoon Snack included.

**Students Served:** Any teen from any area school may register for summer day camp at Boys & Girls Club.

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**PICK-UP & DROP OFF TIMES**

- **Drop off:** 7:30-9:00 AM
- **Pick Up:** 4:00-5:30 PM

Any time outside of these hours, please contact your Units directly.
Enrollment and Program Information
Admission to BGCS is open to any child (regardless of sex, race, religion, national origin, or disability) who is six to 18 years old and meets the following criteria:

- Has transportation to the Club and to their home.
  - BGCS does not provide transportation in the summer except from selected summer school programs.
- Has completed a membership packet and paid membership fees prior to attendance.
  - No one will be denied membership on the basis of their inability to pay and scholarships may be available; please discuss payment arrangements and scholarship opportunities with the Unit Director.
- Has attended an orientation (see Orientation Calendar or discussed with the Unit Director).

Youth with special needs are accepted if we are able to meet their needs and they are able to participate without risk to themselves or others.

Members receive a Club Card upon enrollment and are encouraged to keep this with them at all times or memorize their number for input into the Club's Member Tracking System. A replacement card may be issued for $1.

Programming
A typical day at the Club includes the following elements:

- **Character & Leadership:** The Club empowers members to support and influence their Club community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process, and respect various cultural identities. Members may participate in the Youth Council, Torch Club, and/or Keystone Club. They may also participate in Club meetings and have direct influence on activities provided at the Club.

- **Health & Wellness:** The Club provides Boys & Girls Club Alliance-approved initiatives to help members achieve (and maintain) healthy, and active lifestyles. Members participate in programs such as SMART (Skills Mastery and Resistance Training) Moves, Positive Action, SMART Girls, Passport to Manhood, to help them overcome any obstacles they may have.

- **Education:** Examples of the programs offered to help our members gain knowledge and improve their academic skills are Power Hour, Reading Programs, and Project Learn. Members have access to homework assistance and academic skill building each day. Incentive programs reward members for their efforts. During the Summer Program, the Club adds educational components to take the place of homework that members have during the school year.

- **Sports & Recreation:** Members develop fitness routines, ways to positively use leisure time, skills for stress management, environmental appreciation, and social interpersonal skills. Members may have access to gymnasiums, a swimming pool, as well as a variety of sports camps and clinics during the summer program.
● **The Arts:** The Club encourages youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts, and creative writing.

● **Workforce Readiness:** BGCS helps members get ready for life’s next big steps, by exposing them to and preparing them for as many career paths as possible and intentionally developing the skills youth need to be career-ready.

Additionally, teen members have access to college and career programs such as Diplomas 2 Graduation, Career Launch, and Youth Employment Opportunities. College scholarships may also be offered to Club members. If you have questions about opportunities for teens, please contact the Director of Teen Services.

**Field Trips**
For Clubs offering summer day camp, field trips will occur; See the Covid-19 Policies and Procedures for details regarding field trip safety and covid mitigation.

**Parent Policies & Procedures**

**Release of Children**
Children will be released only to their parents or another adult authorized in advance by parents in the enrollment packet. If a child is to be picked up by someone other than a parent or pre-authorized adult, **written or verbal permission from the parent must be given.** If a staff member does not know/recognize an individual who requests the release of a child, he/she must provide photo identification to verify with written authorization on file.

*Note:* If there is a parent that is not allowed to pick up your child, we must have this in **writing.** If they are a biological parent or legal guardian, we must have authorized court documentation stating that they are **not** allowed to obtain the child or, legally, we will have to permit them to pick up the child.

**A parent or an authorized person must sign each child out daily.**

BGCS is not responsible for your child if they choose to leave our facility without permission; however, members, ages 15 and older, may be allowed to sign themselves out with the appropriate paperwork on file (initial waiver in the membership packet). Parents accept sole responsibility for the safety of their children under this arrangement.

**Late Child Pick-Up Policy**
We understand that situations may arise that could prevent you from picking up your child on time. In that event, please call the Club as soon as you know you may be late and identify who will be picking up your child. It is important to contact us as soon as possible; if the program staff have not heard from you by closing time, the person(s) listed on your authorized pick-up list will be contacted to pick up your child immediately. **In the event that we are unable to contact you, or someone listed on your authorized pick-up list, by closing time, the police or Division of Family Services may be contacted.**

Parents who do not pick up their children before the Club closes must pay the after-hour fee shown below before the member(s) can return to BGCS or participate in Club activities:

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<tr>
<th>Time</th>
<th>Fee</th>
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<tr>
<td>00-05 minutes</td>
<td>Grace Period</td>
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<tr>
<td>06-15 minutes</td>
<td>$5.00</td>
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<td>16-25 minutes</td>
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<td>26-35 minutes</td>
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<td>36-45 minutes</td>
<td>$20.00</td>
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<tr>
<td>After 45 minutes</td>
<td>$1.00 per minute</td>
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Communication
Orientation is required for parents/guardians to discuss schedules, fees, special needs, and obligations/responsibilities concerning the program AND before your child will be able to attend the Club. Please see the Membership Coordinator or Unit Director to receive a Club tour and schedule an orientation for you and your child.

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 for your family to other, more appropriate or supportive services, if such action is deemed necessary.

If you have concern for your child’s participation in the Club after enrollment, you can request a conference at any time. Further, you are encouraged to spend a few minutes each week talking with the staff about the program and your child. You may also call the Club to speak with the Unit Director about your concerns.

Parents are encouraged to participate in the daily programs, chaperone field trips, and be involved in the parent advisory board. We are always looking for parents to volunteer, to assist in special events, and to go on field trips, as well as to supply food (such as cookies, juice, etc.) for Club member meetings and birthday parties.

Non-Medical Emergencies
Emergency and evacuation procedures are posted in each room of the Club. Emergency and evacuation procedures are practiced on a monthly basis. For medical-related emergencies, please see the section below titled Medical Emergency or Illness.

Disciplinary Action Requiring Early Pick-up
Though rare, there may be times, when following the discipline policies shared below, that BGCS staff may require you to pick your child up from their Unit early. If this happens, staff will first attempt to contact the primary contact for the member to request pick-up within 60 minutes. If the primary contact is not available, staff will attempt to contact other contacts authorized for pick-up. If pick-up has not happened within 60 minutes, and other arrangements are not made with staff for pickup after 60 minutes, your child may be suspended for the full day following the incident.

Withdrawing from the Program
Parents should notify the Membership Coordinator in writing at least one week in advance if they wish to withdraw their child from the program; this will ensure that another child needing our services can be admitted to the program. We hope that all members’ time at the Club is enjoyable and welcome the opportunity to discuss any specific incidents or reasons causing a parent to withdraw their child.

Member Policies

Dress Code
Members should be adequately dressed for indoor and outdoor activities appropriate to the season. Specific requirements and restrictions are shown below:

- Outer clothing, backpacks, swimsuits, etc. should be labeled with the child's name.
- Children must have sneakers/tennis shoes (without black soles), and shorts/sweatpants for gym activities.
- Children’s shoes must stay on their feet; thongs, sandals, shoes with wheels, and open-toe shoes are not acceptable.
- No clothing with holes, ragged or cut-off hemlines, or made of transparent or fishnet fabric.
- Clothing that exposes the chest, abdomen, genital area, buttocks, undergarments, or the legs above
mid-thigh shall not be worn in the Club or on field trips.
- Properly-fitting clothing is to be worn; oversized, extremely baggy clothing, sagging, or improperly-fitted clothing is not allowed.

Reminder: BGCS programs are active and your child will be involved in physical activities and arts and crafts programs. Your choice of clothing should be appropriate for active play; however, if you prefer that your child wear dress clothes, please send along play clothes for them to change into at the Club for certain activities. Please communicate with your Unit Director if you need access to clothing, shoes, etc.

Personal Belongings
BGCS is not responsible for member’s personal belongings. As such, we strongly encourage members to only bring essential items to the Club. BGCS will provide any and all required materials for activities and will provide cubbies or hooks where members can store personal belongings.

Members should especially refrain from bringing items such as:
- Electronics (cell phones, tablets, portable gaming systems etc.);
- Sports or billiards equipment (basketballs, footballs, pool cues, etc.)
- Blankets or sleepwear

If members are found with such items, the item will be confiscated and returned when their parent/guardian signs them out.

Dietary Procedures
BGCS serves meals and/or snacks on the following schedules:

School Year:
- Dinner: 4:30-6:00 for all members at Henderson, Musgrave, and Stalnaker Units
- Snack: upon arrival at Sertoma, O’Reilly, McGregor, and Fremont Units

Summer:
- Lunch: 11:00-12:30 for all members
- Snack: 2:30-3:30 for all members

Special Dietary Needs
If your child has special dietary needs or restrictions, please inform BGCS staff of your child’s need in writing and send special snacks for them.

Member Medication Administration
BGCS staff are not able to administer medication but may permit a member to self-administer under the following stipulations:
- The medication should be in the prescription or over-the-counter bottle, as applicable, and should include a maximum of one week’s dosage.
  o The bottle should be clearly labeled with the child’s name, name/type of medication, directions for giving (time and dosage), and the physician’s name.
- The medication should be brought to the front desk and given to the Unit Director or Membership Coordinator.
- Parents must fill out the applicable Medication Authorization Form prior to medication being taken at the Club.

Discipline Policies
Disciplinary action may vary based on the judgment of the Directors in each unique situation and, in general, a
director will follow the progressive, discipline order listed below. 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.

**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 Unit Director. Please do not seek out an individual staff member.

**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.

**Health and Safety Policies**

Boys & Girls Clubs of Springfield **prohibits isolated one-on-one interaction** between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means. In order to provide a safe environment for all, Club staff are trained on appropriate physical and verbal interactions with Club members, on appropriate supervision ratios, and on policies for restroom usage and monitoring.

We need to be informed if your child has a known medical condition (asthma, diabetes, seizure disorder, allergies to cleaning supplies etc.). You will be required to have your child’s physician fill out an Individualized Care Plan, outlining what should be done if a problem should occur during program hours. Please make sure that any medication and appropriate information is available with written instructions for us to follow in the event of an emergency. Parents of the member will be called immediately in the case of a major accident or incident. In serious cases, the child will be taken to the nearest local hospital by emergency vehicle for treatment; parents will be called as soon as possible.

The BGCS staff is mandated by law to report child abuse and neglect to the Division of Social Services. A report is required for any incident of child abuse and/or neglect. The person reporting does not need to witness actual abuse or neglect; he or she needs only suspect that this is occurring. Failure to report suspected cases of child abuse or neglect may result in disciplinary action.

All BGCS staff, volunteers or other representatives of this organization must report any suspected child abuse and/or neglect of Club members or program participants immediately. All such suspected reports must be made to appropriate state and/or local authorities. Program staff must follow the organization’s procedures for reporting and notify the organization’s Chief Executive Officer (CEO) or the Director of Safety & Compliance (DOSC). The CEO and DOSC shall ensure that proper reporting is made to the appropriate state and/or local authorities and shall execute the organization’s Crisis Communication Plan, including reporting it as a Critical Incident to Boys & Girls Clubs of America within 24 hours of learning of the report. All employees and volunteers of BGCS shall undergo training as to what constitutes child abuse and neglect, the state and federal statues defining child abuse and neglect, and how to properly report such cases. Any staff or volunteer accused of child abuse or neglect will be fully investigated by authorities and this organization. In such an occurrence, contact with members and program youth will be restricted or constrained and/or the person in question suspended from employment or program participation pending the decision of the CEO and Board of Directors until such an investigation is concluded.

Staff are instructed to make every effort to prevent a member from getting into a car with a parent under the influence of drugs or alcohol. This includes the mandated reporting of parents who appear to be impaired by drugs or alcohol.

**Communicable Disease Policy**

If a member shows evidence of having a communicable disease (as defined by a skin irritation or lesion that is
designated as contagious to others and appearing as “pink eye,” impetigo, chicken pox, scabies, ringworm, head lice, etc.) the BGCS will remove the member from the program areas and isolate the member in a designated area until a parent or designated guardian can be notified to pick up the member from the Club. We will also do periodic Head Lice checks.

The parent will be notified to pick up the child immediately if a child has any one of the following conditions:

- Contagious disease
- Fever over 100 degrees Fahrenheit
- Vomiting or diarrhea
- Accident requiring medical attention

The contagious member will not be allowed to participate in the Club activities until medical personnel examine the member and the member is found to be non-contagious. A letter to this effect must be signed by a physician (or registered nurse) and placed in the member’s membership file before they are allowed to return and participate in any Club activities.

**Covid Mitigation (See the separate Summer 2022 COVID-19 Operational Policies & Procedures document for details)**

The Boys & Girls Clubs of Springfield remains committed to protecting the wellness of students and staff.

- Masking is optional for all BGCS staff and members.
- Students and staff exhibiting symptoms of any illness must stay home until symptoms resolve and/or they are cleared by a medical provider to return.
- COVID-positive Members and staff will be excluded from Club and Club activities for five days.
- Members and staff who are identified as direct contacts of a COVID-positive individual will be notified; however, they will not be excluded from the Club unless they are symptomatic.

In consultation with Springfield-Greene County Health Department, the Boys & Girls Clubs of Springfield will monitor COVID-19 conditions during the summer and make any necessary modifications.

**Medical Emergency or Illness**

If a member becomes ill at BGCS, they will be isolated from the other members. Parents/Guardians will be notified and asked to pick up the member as soon as possible.

In the event of a medical emergency or accident, staff (after attending to the child) will attempt to contact parents or legal guardians. If parents/guardians cannot be reached, staff will take whatever emergency medical measures necessary for the care and protection of the child. By signing the membership enrollment packet, you are giving the BGCS staff authorization to take emergency medical measures.

If a member should receive a minor injury, they will be given first aid and a parent/guardian will be notified to pick up their member.

**Phone and Computer Use**

The Club phones are reserved for business purposes; members will only be allowed to call home in the event of an emergency. A message may be delivered to a member, but members may not receive calls. Pick-up arrangements should be made prior to the member’s arrival at the Club.

BGCS’s computer network and Internet access are available to members to enhance their educational experience and become technologically literate in an increasingly technological world.

**Responsible Internet Use Guidelines**

The purpose of the Responsible Internet Use Guidelines is to ensure the appropriate use of our network and
the Internet. The following guidelines apply to all users whenever they access the BGCS’s network and Internet connection.

**Educational Purpose**
The BGCS network has been established for educational purposes limited to classroom activities, homework, career development, and independent scholastic research on appropriate subjects.

**Personal Safety**
- Members will not post personal contact information about themselves or other people. Personal contact information includes (but is not limited to) home, school, or work addresses and telephone numbers.
- Members will not agree to meet with someone they have met online without parent’s approval. A parent/guardian should accompany Members to this meeting.
- Members will promptly disclose to the Program Director or any other Club staff member or adult volunteer any message that they receive that is inappropriate or makes them feel uncomfortable.

**Illegal Activities**
- Members will not attempt to gain unauthorized access to the BGCS network or to any other computer system through the BGCS network. This includes attempting to log on through another person’s account or access another person’s files. These actions are illegal even if only for purposes of browsing.
- Members will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.
- Members will not use the BGCS network to engage in any illegal act, including but not limited to arranging for the purchase or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

**System Security**
- Members are responsible for their individual user account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should members provide their password to another person.
- Members will immediately notify the Program Director or any other Club staff member or adult volunteer if they have identified or witnessed a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.

**Inappropriate Language**
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- Members will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful forms of communication. This applies to verbal and written language, diagrams, photographs, representations, videos, or any other form of communication. Members will not post information that could cause damage, danger, or disruption. Members will not engage in personal attacks, including prejudicial or discriminatory acts. Members will not harass another person. If a member is told by a person to stop sending them messages, they must stop.
- Members will not knowingly or recklessly post false or defamatory information about a person or organization.

**Respect for Privacy**
- Members will not re-post a message that was sent to them privately without permission of the person who sent them the message.
- Members will not post private information about another person.
Plagiarism and Copyright Infringement

- Members will not plagiarize works that they find on the Internet. (Plagiarism is taking ideas or writing of others and presenting them as if they were your own.)
- Members will respect the rights of copyright owners. (Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization.) If a work contains language that specifies appropriate use of that work, members should follow the expressed requirements. Copyright law can be very confusing. If a member has any questions, ask the Program Director or a qualified staff member.

Inappropriate Access to Material

- Members will not use the BGCS network to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature).
- If a member mistakenly accesses inappropriate information, they should immediately tell the Program Director, a Club staff member, or volunteer.

Member’s Rights

- BGCS’s network is considered a limited forum (similar to the school newspaper), and therefore the Club reserves the right to regulate that forum for valid educational reasons. The Club will not restrict your speech on the basis of a disagreement with opinions you are expressing.
- Members should expect only limited privacy of the contents of their personal files on the BGCS’s system. This situation is similar to the rights you have in the privacy of your locker.
- An individual search will be conducted if there is a reasonable suspicion that a member has violated these Guidelines, the BGCS Member Behavior Standards, or the law.

Disciplinary Actions for Violating Use Guidelines Above

Members who violate the Responsible Use Guidelines may be denied future Internet and/or network privileges for a defined period of time, or be subject to other disciplinary measures as set forth by the Unit Director and members of the BGCS staff.

Welcome to the Boys & Girls Club Family!