

# **Parent Handbook:**

**COVID-19-Phase 3  
Response Program**

**GREAT FUTURES START HERE.**



**BOYS & GIRLS CLUBS  
OF SPRINGFIELD**

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# The 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.
- Using 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.
- Adhering to our Club Code: I believe in God and the right to worship according to my own faith and religion. I believe in America and the American way of life; in the Constitution and the Bill of Rights. I believe in fair play, honesty, and sportsmanship. I believe in my Boys and Girls Club which stands for these things.

# General Information

Visit [bgclubspringfield.org](http://bgclubspringfield.org) to view our Summer 2021 Covid-19-Phase 3 Response plans.

Administrative office hours are from 8:00 a.m. through 5:00 p.m., Monday through Friday. The administrative office and the Boys and 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, Christmas Eve, and Christmas Day. Our “normal” hours of operation are shown below in Table 1. These hours do not apply during COVID-19 Response programming.

Program	Hours of Operation
School Year Program Traditional Sites ( Henderson, Musgrave, Stalnaker)	Mon.– Fri. 3pm-8pm; Tues. 3pm-6:30pm
McGregor in the Morning	Mon-Fri. 6:30am-8:30am
Sertoma Unit	Mon-Fri. 6:30am-8:30am Mon-Fri. 3:00pm-7:00pm
Fremont Unit	Mon-Fri. 6:30 am-8:30am Mon.-Fri. 3:25pm-6:45 pm
Summer Program @ Henderson, Musgrave, Stalnaker, and Sertoma Units	Mon-Fri 7:30 am -5:30 pm
Summer Program @ Fremont	Mon-Fri 6:30-8:30 am/3:30-6:15 pm

If you have any questions please contact your unit using the information below in Table 2.

<i>Musgrave Unit</i> 720 S. Park Ave Springfield, MO 65802 (417) 869-8211	<i>McGregor in the Morning</i> 1221 W. Madison St Springfield, MO 65806 (417) 869-8211 (SCHOOL YEAR ONLY)	<i>Henderson Unit</i> 835 W. Calhoun Springfield, MO 65802 (417) 869-4111	<i>Stalnaker Unit</i> 1410 N. Fremont Ave. Springfield, MO 65802 (417) 865-2821	<i>Sertoma Unit</i> 2524 S. Golden Springfield, MO 65807 (417) 523-3880	<i>Fremont Unit</i> 2814 N Fremont Springfield, MO 65803 417-865-1073
<b>Table 2</b>					

## Membership Policies

### Admission and Enrollment

Admission to BGCS is open to any child (regardless of sex, race, religion, national origin, or disability) who meets the following criteria:

- Every member must have transportation to the Club and to their home.
- The BGCS does not provide transportation in the summer except to selected summer school programs.
- **Children must be six to eighteen years old to enroll.**
- Enrollment packet has been completed.
- Membership fees have been paid **prior** to attendance.
- 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.

- In order to attend the program, new members must attend an orientation (please see the scheduled orientation calendar).
- No one will be denied membership on the basis of their inability to pay; however, payment arrangements must be made with the Club Director.
- **Note: Due to local occupancy & safety standards designed to minimize exposure to COVID-19. See COVID-19 Policies and Procedures.**

## Membership and Participation Fees

Membership and participation fees are listed for COVID-19 Phase 3 Response Program are listed above on the information sheets.

*Notes (Fees mentioned below are during a **non-COVID program**):*

- For our Morning Programs, if your child attends even one day in the morning program you will be billed \$20 for the entire week.
- For summer, a \$50 deposit and the \$10 registration fee are required per child at time of enrollment.
- Please pay your weekly balance as soon as possible or for each week prior to your child attending.
- A limited amount of scholarships are available. In order to be considered, you must submit your child's award letter to [jlong@bgclubspringfield.org](mailto:jlong@bgclubspringfield.org) for Free or Reduced Lunch at school.
- Refunds are at the Unit Director's discretion.

## Scholarships

It is our intention to provide BGCS programs and services to every child who needs/wants them, regardless of that child's family's ability to pay the fees for services. There are scholarship opportunities available; ask about scholarship information when you enroll your child.

## Club Card Policy

Members must have their club cards for entry to the Club. They must keep their club cards on their person at all times while at the Club. Lost or forgotten club cards are replaced at the expense of the member (replacement cards will be issued at a cost of \$1.00).

## Dress Code

Members should be adequately dressed for indoor and outdoor activities appropriate to the season.

Specific Requirements:

- Outer clothing, backpacks, swimsuits, etc. should be labeled with the child's name.
- Children must have 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 or improperly-fitted clothing is not allowed.
- Pants, shorts or skirts must be worn at the waist; sagging is prohibited.

- Hats or hoods on sweatshirts/jackets shall not be worn in the Club at any time.

*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.

## Personal Belongings

BGCS is not responsible for anyone'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.

Members should especially refrain from bringing items such as:

- Electronics (cell phones, PSPs, Game Boys, iPods, tablets, MP3 players, etc.);
- Sports equipment (basketballs, footballs, etc.)
- Billiard equipment (pool sticks, etc.)
- Blankets or sleepwear
- We will provide cubbies or hooks for personal belongings

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

## Release of Children

Children will be released only to their parents or another adult authorized in advance by parents on 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, noting who that person will be. 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.

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.

### Members Who Walk

Members 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. **(For COVID-19 Response Program, all members must be picked up from a parent or guardian.)**

### **See COVID 19 Policies and Procedures for COVID-19 DROP Off and Pick Up Policy**

### Late Child Pick-Up Policy

We understand that problems occasionally 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 in Table 4:

Time	Fee
00-05 minutes	Grace Period
06-15 minutes	\$5.00
16-25 minutes	\$10.00
26-35 minutes	\$15.00
36-45 minutes	\$20.00
After 45 minutes	\$1.00 per minute

Table 4

These fees must be paid before the member(s) can return to the BGCS or participate in any Club activities. Please discuss any questions about the late pick-up policy with the Club Director.

## Communication

Pre-enrollment orientation is required for parents/guardians to discuss schedules, fees, special needs, and obligations/responsibilities concerning the program. Please see the Front Desk Administrative Assistant to receive a Club tour and schedule an orientation for you and your child. To ensure all families are informed of our new policies & procedures, your child will not be able to attend until you have attended a scheduled orientation.

You can request a conference at any time and are encouraged to spend a few minutes each week talking with the staff about the program and your child. If you have any questions or concerns, please call the Club to speak with the Club Director.

## Family Support Services

We are available to conduct parent meetings in order to discuss programs, concerns, and Club needs. Ask at the front desk for the first available time to schedule a meeting with the Club Director.

Parents are encouraged to participate in the day-to-day 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 supplying food (such as cookies, juice, etc.) for Club member meetings and birthday parties (to reward members for positive behavior).

## Withdrawing from the Program

Please notify the Membership Coordinator in writing at least one week in if you wish to withdraw your child from the program; this will ensure that another child needing our services can be admitted to the program. We hope that your child's time at the Club has been enjoyable. Please let us know if there are any specific incidents or reasons causing you to withdraw your child.

## Club Activities and Programs

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 Keystone Club. They may also participate in Club meetings; by participating, members may have direct influence on activities provided at the Club.

## Health & Wellness

The Club provides initiatives to help members achieve (and maintain) healthy, and active lifestyles. Members participate in programs such as SMART (Skills Mastery and Resistance Training) Moves, SMART Girls, Act SMART, Street SMART, Passport to Manhood, Kids in Control, and the Cavity Free Zone 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.

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.

## Sports & Recreation

Members develop fitness routines, ways to positively use leisure time, skills for stress management, environmental appreciation, and social interpersonal skills. Members will 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

Far too many youth today feel ill prepared to take on life's responsibilities, including being ready to succeed in the workforce. We help young people get ready for life's next big steps, including the world of work. We know that kids start thinking early about their careers, and we want to expose and prepare them for as many options as possible by intentionally developing the skills they need to be career and life ready.

## Field Trips

***During the Summer 2021 Covid-19 Response Program, Phase 3, intentional, well-planned field trips are being organized. See your unit for details. Procedures may differ from the standard procedures below.***

Field trips are normally an integral part of BGCS summer programs. Parents will be given the schedule of summer field trips and the cost of these trips on the first day of the Summer Program for June field trips, on the last Friday of June for July field trips, and on the last Monday of July for August field trips. In general, field trip permission forms will be at the front desk the week before the scheduled field trip. Parents will need to sign their children up and pay the fee to hold their children's spots for field trips. The permission slip must be turned in the Friday before the field trip is to occur; your permission is required for your children to attend.

Children who do not have permission to attend the field trip will stay with an alternate group. For field trips that require a fee, the fee is due at the time the permission slip is turned in. Due to limited space, field are first come first served. Checks are not accepted as payment for field trips, cash only. Depending on the field trip, the cost

will range from free to \$15.00; most are kept under \$5.00. There are no refunds for field trips unless the Club has to cancel the field trip. In this case, money will gladly be refunded.

*Remember:*

- Field trips must be paid in cash when you sign up your child.
- Field trips are non-refundable unless the Club cancels the trip, no exceptions.
- Field trips are not included in your summer fee.

## Health and Safety Policy

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. **Temperatures will be taken daily before members load a Club vehicle and are transported. On Wednesdays, a daily intake sheet will be completed for each member.**

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 Operations. The CEO and DOO shall ensure that proper reporting was 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 statutes 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.

## Dietary Procedures

BGCS has the following dietary procedures:

***All meals will be eaten in classroom areas, not in any common space. Meals will be served by staff members and no family style dining will be allowed. – During COVID-19 Response Program***

## Mealtimes

Meals are served on the following schedules:

**Summer:** Lunch—11:00-12:30 for all members, snack—2:30-3:30 for all members

**School Year:** Dinner—4:30-6:00 for all members

Sertoma & Fremont Units:

Summer & School Out Days: Breakfast (8:30-9:30), Lunch (11:30-12:30)

School Year: Four Component Snack (4:00-4:45)

## Snacks (Summer Only)

A simple snack (cheese and crackers, milk or juice, etc.) will be served to members in the afternoon.

## Special Dietary Needs

If your child has special dietary needs or restrictions, you should send special snacks for your child; and BGCS staff to your child's situation in writing.

## Use of Medication

Rules for giving medication at the Club have been established by the BGCS and must be followed in all cases by an adult family member.

- The medication should be in the prescription bottle. 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 bottle should only contain enough medicine for **one day**.
- The medication must be brought to the office and left with the Administrative Assistant. (or the intake staff members who are completing the drop off process.)
- Members must be able to administer their own medication. Staff are not authorized or trained to administer medications. We may not be able to accommodate them as a member of our program if they cannot administer their own medication.
- Parents must fill out the Medicine Administration Form.

## 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 periodical 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.

## 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.

## **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.

## **Discipline**

The Club's primary method of discipline is to focus on and reward positive behavior. Member's positive behavior is rewarded through star charts, award ceremonies, certificates, BGCS money, and praise.

### **Discipline Methods**

Members involved in a conflict (with each other or with staff) or violating a Club rule will be approached in the following progressive manner:

#### Verbal Redirection

Asking the member to choose a different behavior and giving them logical consequences for failure to comply (i.e., an apology, time away, think sheet, etc.).

#### Conference with the Unit Director

The member(s) may be asked, "What did you do?" or "What part of the problem are you responsible for?" Members will be given the opportunity to discuss other possible choices and what they would likely choose to do in the future. A call to parents will be made if the incident warrants.

#### A Call Home and/or Short-Term Suspension

A call home or a short-term suspension may be given at the discretion of the Unit Director in response to continued inappropriate actions.

#### A Long-Term Suspension or Revocation of Membership

A long-term suspension or revocation of membership may be given in response to continued inappropriate behavior.

If the member's behavior remains disruptive, the member may be temporarily removed from the group. If this method still does not work, the parent will be contacted and the child may again be temporarily removed from the group. It is our policy never to use physical or mentally abusive forms of discipline. All attempts will be made to help the child.

## **Bullying Policy**

Bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the Boys & Girls Clubs of Springfield.

Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral,

written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Bullying may also include cyberbullying or cyber threats. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district’s technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient connection to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior. (2016-2017 Springfield Public Schools Handbook)

The Club does a diligent job in determining target and motive. If a member is perceived as specifically targeting another member on a regular basis, the said “bully” will be investigated. The Club recognizes the difference between behavior concerns and bullying and each member is examined on an individual basis.

Consequences and timeline are based on the discretion of Club Directors. The Club encourages parent communication as well as members communicating to our Unit's staff about any bullying issues.

### Discipline Guidelines:

Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	ONE OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● Sent Home for the Day</li> <li>● 1 Day Suspension from the Club</li> </ul>	ONE OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● Sent Home for the Day</li> <li>● 1 Day Suspension from the Club</li> </ul>	ONE OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● Sent Home for the Day</li> <li>● 1 Day Suspension from the Club</li> </ul>
2 <sup>nd</sup>	TWO OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● Member Placed on Schedule</li> <li>● 3 Day Suspension from the Club</li> </ul>	TWO OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● Member Placed on Schedule</li> <li>● 3-5 Day Suspension from the Club</li> </ul>	TWO OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● Member Placed on Schedule</li> <li>● 3-5 Day Suspension from the Club</li> </ul>
3 <sup>rd</sup>	THREE OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● 5 Day Suspension from the Club</li> <li>● Expulsion from the Club</li> <li>● Law Enforcement Contacted</li> </ul>	THREE OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● 6-10 Day Suspension from the Club</li> <li>● Expulsion from the Club</li> <li>● Law Enforcement Contacted</li> <li>● Unable to attend other Clubs</li> </ul>	THREE OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● 6-10 Day Suspension from the Club</li> <li>● Expulsion from the Club</li> <li>● Law Enforcement Contacted</li> <li>● Unable to attend other Clubs</li> </ul>

## Suspension/Termination of Membership

Suspension from the program is a last resort in cases when negative behavior remains unchanged. It is our policy to practice discretion of any other parties involved in your child’s suspension as we practice focusing on each case individually with each family involved.

Only Unit and Program Directors are authorized to suspend children for any of the following reasons. (Parents will be notified by phone call and/or conference when the child is picked up.)

- Violent behavior that may endanger other Club members and staff.
- Excessive or abusive language.
- Not complying with the Club rules.
- Bringing a weapon into the Club or onto Club property.
- Bringing illegal drugs/alcohol into the Club.

- Attending the Club while under the influence of an illegal drug and/or alcohol.

Excessive continual suspensions could lead to termination of membership.

### School Suspension

If a member is suspended from school, they will not be allowed to attend the Club. We expect good behavior in and out of the Club.

### Returning after Suspension

If a child is suspended, the parent/guardian will receive a phone call notifying them of the suspension.

If a three-or-more day suspension was enforced, parents may be asked to have a conference with the Unit or Program Director before the child's membership may be reinstated. Any other suspension requires a parent/guardian to confer with a Club Director regarding the expectations of the child upon their return.

The member may not return to the Club until this conference has taken place.

## 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 Use Guidelines

The purpose of the Responsible 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

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

### Illegal Activities

- You 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.
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.
- You 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

- You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- You will immediately notify the Program Director or any other Club staff member or adult volunteer if you 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.
- You 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. You will not post information that could cause damage, danger, or disruption. You will not engage in personal attacks, including prejudicial or discriminatory acts. You will not harass another person. (Harassment is persistently acting in a manner that distresses or annoys another person.) If you are told by a person to stop sending them messages, you must stop.
- You will not knowingly or recklessly post false or defamatory information about a person or organization.

## Respect for Privacy

- You will not re-post a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about another person.

## Plagiarism and Copyright Infringement

- You will not plagiarize works that you find on the Internet. (Plagiarism is taking ideas or writing of others and presenting them as if they were your own.)
- You 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, you should follow the expressed requirements. Copyright law can be very confusing. If you have any questions ask the Program Director or a qualified staff member.

## Inappropriate Access to Material

- You 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). A special exception may be made for hate literature, if the purpose of your access is to conduct research, and both your teacher and parent or guardian approve.
- If you mistakenly access inappropriate information, you should immediately tell the Program Director, a Club staff member, or volunteer. This will protect you against a claim that you have intentionally violated this policy.

## Your 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.
- You should expect only limited privacy of the contents of your 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 you have violated these Guidelines, the BGCS Member Behavior Standards, or the law.

## Disciplinary Actions

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 Program Director and members of the BGCS staff.

### **Discipline Guidelines:**

Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	ONE OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● Sent Home for the Day</li> <li>● 1 Day Suspension from the Club</li> </ul>	ONE OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● Sent Home for the Day</li> <li>● 1 Day Suspension from the Club</li> </ul>	ONE OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● Sent Home for the Day</li> <li>● 1 Day Suspension from the Club</li> </ul>
2 <sup>nd</sup>	TWO OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● Member Placed on Schedule</li> <li>● 3 Day Suspension from the Club</li> </ul>	TWO OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● Member Placed on Schedule</li> <li>● 3-5 Day Suspension from the Club</li> </ul>	TWO OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● Member Placed on Schedule</li> <li>● 3-5 Day Suspension from the Club</li> </ul>
3 <sup>rd</sup>	THREE OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● 5 Day Suspension from the Club</li> <li>● Expulsion from the Club</li> <li>● Law Enforcement Contacted</li> </ul>	THREE OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● 6-10 Day Suspension from the Club</li> <li>● Expulsion from the Club</li> <li>● Law Enforcement Contacted</li> <li>● Unable to attend other Clubs</li> </ul>	THREE OR MORE OF THE FOLLOWING: <ul style="list-style-type: none"> <li>● Member Meeting with Director</li> <li>● Conference with Parent/Guardian</li> <li>● 6-10 Day Suspension from the Club</li> <li>● Expulsion from the Club</li> <li>● Law Enforcement Contacted</li> <li>● Unable to attend other Clubs</li> </ul>

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.

As a parent or guardian of this member, I have read the BGCS's Responsible Use Guidelines. I understand that access to the BGCS Network and the Internet is designed for educational purposes and BGCS has taken available precautions to educate members on appropriate educational materials. However, it is understood that no matter how much supervision and monitoring that the Club can offer, there will always be the possibility of my child coming into contact with inappropriate material, and I will not hold the BGCS responsible for materials acquired on the network.

*For more information please visit the BGCS Website:*

*[bgclubspringfield.org](http://bgclubspringfield.org)*

*Thank you!*