



PARENT GUIDE 2024

**Boys & Girls Club of Cabarrus County
247 Spring St NW
Concord, NC 28025**

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bgclubcab.org facebook.com/bgclubcab

SUMMER PROGRAM

OUR MISSION

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

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"IN ACCORDANCE WITH FEDERAL LAW AND U.S. DEPARTMENT OF AGRICULTURE POLICY, THIS INSTITUTION IS PROHIBITED FROM DISCRIMINATING ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, AGE, OR DISABILITY. TO FILE A COMPLAINT OF DISCRIMINATION, WRITE USDA, DIRECTOR, OFFICE OF CIVIL RIGHTS, 1400 INDEPENDENCE AVENUE, SW, WASHINGTON, D. C. 20250-9410 OR CALL (800) 795-3272 OR (202) 720-6382 (TTY). USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER."

Updated February 15, 2024. Information is subject to change. Please call the Club or check the website and Facebook pages throughout the year for updated information. Programs have their own registration dates, forms, and fees. Enrollment in one program does not secure enrollment in another program.

PARENTAL GUIDELINES AND CONSENTS

GENERAL POLICIES

- Refund Policy: It is our standard policy not to provide refunds. Under special circumstances, a refund may be requested by completing a refund form. If approved, a \$25.00 refund fee will apply.
- In the event of illness or injury while participating in Club programs, child has permission to receive treatment from Club personnel or volunteers. Parents will be notified of serious injury or illness immediately.
- Child has permission to be transported by Club vehicle to the Club and/or for Afterschool or Club field trips.
- Photos and videos taken on Club property and during Club activities may be released without permission of the parents. Photos / videos will never reveal confidential information about the child. Parents who object to the release of such photos must notify the Club, in writing, within 15 days of registration.

DATA COLLECTION AND SHARING

- Child has permission to participate in online or written surveys, questionnaires, interviews, and focus groups. Any and all information gathered will be kept strictly confidential. Data gathered will be summarized and will exclude all references to individual responses. The results of such analyses may be shared with Club staff, Boys & Girls Clubs of America (BGCA), funders, and other community stakeholders to evidence program effectiveness and/or Club impact on our members.
- The Boys & Girls Club of Cabarrus County may share information about the child with Club staff, BGCA and other community stakeholders for research purposes and/or to evidence program effectiveness. Information that will be disclosed may include information provided on membership application, data provided by the child's school or school district, and other information collected by the Boys & Girls Club of Cabarrus County, including data collected via surveys, questionnaires and/or quarterly report cards. Any and all information gathered will be kept strictly confidential.

PARENT CODE OF CONDUCT

Club activities are designed for the fun and wellbeing of youth. All adults, as well as youth under their supervision, are required to conduct themselves in a respectful manner at all times. Inappropriate or disrespectful language or conduct directed towards any person in connection with any Club sponsored activity will not be tolerated. Club staff has the right to require anyone who is exhibiting such behavior to leave the premises of the Club sponsored activity temporarily or permanently. Club staff also reserves the right to remove any youth member who may be associated with the individual exhibiting such behavior from its activities temporarily or permanently.

Any issues concerning children should be addressed with a full-time Club staff member. No adult should address an issue with a child other than his/her own concerning misbehavior or discipline.

ELEMENTARY & MIDDLE SCHOOL DISCIPLINE POLICY

The Club takes behavior and discipline situations very seriously. The following information will help our youth and parents understand how certain situations will be handled.

CLASSIFICATION OF BEHAVIORS AND LEVEL OF CONSEQUENCES

- Level 5** Behaviors mostly punishable by timeout in activity room or the child having a conference with an administrator.
- Level 4** Behaviors mostly punishable by a referral to the Think Tank and/or a suspension from a specific activity room.
- Level 3** Behaviors mostly punishable by a referral to the Think Tank and a parent notification.
- Level 2** Behaviors mostly punishable by a suspension from the Club for a week or less.
- Level 1** Behaviors mostly punishable by a suspension from the Club for a week or more.

<u>Behavior</u>	<u>Level of Consequence</u>
Eating, drinking in undesignated areas	4 to 5
Loitering in halls, restrooms	4 to 5
Running in undesignated areas	4 to 5
Insubordination	3 to 5
Not following directions	3 to 5
Picking/name calling	3 to 5
Horse playing	3 to 5
Minor physicality (i.e. playful contact)	3 to 4
Having a cell phone visible or using it	3
Dress code violation	3
Bus-specific misbehaviors	2 to 5
Bathroom misbehaviors	2 to 5
Leaving Club property	2 to 3
Cursing	2 to 3
Bullying*	2 to 3
Major physicality (i.e. pushing, hitting)	2 to 3
Stealing	1 to 5
Disrespect to Staff	1 to 5
Communicating threats	1 to 5
Destruction of Club property	1 to 5
Lewd conduct	1 to 3
Sexual harassment	1 to 2
Fighting	1 to 2
Possessing weapons	1
Drug, alcohol, tobacco possession	1

ELEMENTARY & MIDDLE SCHOOL DISCIPLINE POLICY NOTES

1. Staff have the authority to judge how certain behaviors will be categorized. The varying levels of consequence can be determined, but not exclusively, by the amount of impact the behavior has on other children, the staff's ability to lead and manage the activity room, the physical status of the room, and the pattern or repetitiousness of a behavior.
2. Though the behaviors listed are given in general categories, staff have the authority to judge and categorize all other behaviors not covered by the list above.
3. Depending on the severity of the behavior, there may be times when a situation will be handled with a level of consequence that is more severe.
4. Program Aides should address Level 5 behaviors on their own before referring them on to an administrator.
5. The Think Tank is the Club's Intervention Room, used for extended timeout and for counseling and mentoring youth about behavior and making better choices.
6. The Club defines "bullying" as a pattern of behavior of picking, name calling, antagonizing or being mean/hateful without being provoked.
7. Repetitious behaviors and those that have developed a pattern are also likely to be treated with a greater severity:
 - a. Communication between a Unit Director/Program Administrator and a parent/guardian must occur under these circumstances:
 - i. All Level 1, Level 2, and Level 3 behaviors.
 - ii. A third referral to the Think Tank, for any Level of behavior, within a two-week period, with a warning to the parent that a fourth referral within the same time frame will result in at least a one-day suspension. Any referrals beyond a fourth may result in the same pattern of suspension referred to in item 7.b.iv.
 - b. Suspensions will occur under the following circumstances:
 - i. All Level 1 behaviors: one week or more.
 - ii. All Level 2 behaviors: 1-5 days.
 - iii. A fourth referral to the Think Tank within a two-week time frame: at least one day. Any referrals beyond a fourth may result in the same pattern of suspension referred to in item 7.b.iv.
 - iv. If more than one suspension occurs within a 30-day period, the second suspension shall be for at least two days, a third suspension for at least three days, etc.
 - v. If the number of days suspended accumulates to six or more during a six-month period, removal from the program – temporary or permanent – will be considered.

SUMMER HOURS OF OPERATION

The Club is open Monday-Friday, 7:30am–6:30pm. Doors will not open before 7:30am. No drop-off before 7:30am. Parents may drop off their child(ren) between 7:30am and 9:00am at the covered entrance. After 9:00am, parents must park and walk their child inside to check in at Club Central. Any child arriving after 9:00am must bring a lunch. Breakfast will be served from 7:30am to 8:30am in the cafeteria. If your child is not in the cafeteria by 8:30am, they will not be served breakfast. Children must be picked up by 6:30pm. Neglecting these operating hours may result in your child being suspended from the program.

THE DAILY ROUTINE

7:30am-8:30am	Children must report to either the cafeteria for breakfast or to their designated homeroom upon arrival; Children must tell their group leader whether they brought their lunch or if they will order lunch provided by the Club
7:30am-8:30am	Breakfast is served in the cafeteria until 8:30am
7:30am-9:15am	Homeroom
9:15am-6:00pm	Children follow an activity schedule
11:45pm-1:45pm	*Lunch
3:45pm-4:30pm	Afternoon snack

*Lunches are served during one of four 30 minute time frames, determined by the child's group.

ACTIVITY ROOMS

On a schedule of 30-45 minute periods, children will stay with their group and participate in a variety of activities in different rooms. Children must stay in that room until that time period is over. At the end of each period children will have five minutes to use the hallways to pass between rooms.

Activity Rooms are divided into Junior (grades K-2) and Senior (grades 3-5) wings. Each wing includes the following activity rooms:

LEARNING CENTER	Equipped with books and reference materials. Often used for educational games and programming.
ACTIVITY ROOM	Used for active, fun activities and entertainment.
GAMES ROOM	Equipped with age appropriate table games, such as ping-pong, pool, air hockey, Legos, blocks and a variety of board games.
GYMNASIUMS	Used for daily structured activities, including soccer, kickball, basketball, and other physical fitness activities.
TECHNOLOGY CENTER	Equipped with computers for fun and educational activities.
ARTS & CRAFTS ROOM	Used for arts & crafts activities.
LIFE SKILLS ROOM	Used for life skills activities such as cooking.
TEEN ROOMS	All Teen Rooms are equipped with a mixture of items to allow for all activities. Teen groups also have access to their own gym.

DROP-OFF AND PICK-UP

MORNING DROP-OFF

Drive-up drop-off is permitted only between 7:30am and 9:00am at the front covered entrance. Kids must exit from the right side of the car to enter the building. **Cars are not allowed to park in the drop-off lanes.** After 9:00am, parents must park in a designated parking spot and walk their kids inside to check in at Club Central. Any child arriving after 9:00am must bring a lunch.

If a child's group is out of the building on a field trip or at Camp Spencer, they are not allowed to stay at the Club. Parents are permitted to take children to Camp or their field trip location.

CHILD PICK-UP PROCEDURES

There will be no drive-through pick up. Parent/driver must park in a designated parking spot and come inside to their assigned pick up location.

Up until 3pm, all children should be picked up at Club Central, located through the left door under the covered drop-off area.

After 3pm, current K-2 (rising 1st-3rd graders) and older siblings should be picked up at Club Central. Teens should also be picked up at Club Central. Current 3rd-5th (rising 4th-6th graders) and older siblings should be picked up from the Administrative Entrance at the Admin Desk. This is the first entrance as you enter the parking lot by Elm Avenue,

Children will not be paged until driver reports to the desk. Cars can not stop or park directly in front of the building. Phone-in requests to have a child paged will not be permitted. Children are not permitted to wait outside the building at any time.

Parents will be provided with their child's unique membership number and bar code prior to the start of the program. The person picking up will be required to scan the bar code or enter the membership number manually before child is paged. Parents are responsible for anyone picking up their child to have this information. Without proper information, the person picking up must provide a photo ID and be listed as authorized to pick up in our Membership Tracking System. If this person is unable to provide ID or isn't authorized to pick up, they must speak to an administrator to contact the child's primary guardian and resolve the situation. If this occurs multiple times, the child is subject to suspension from the Club.

PICKING UP YOUR CHILD LATE

Official time will be determined by the clock located at Club Central. After closing time, no child will be permitted to leave the building without the child's adult driver receiving and signing documentation that he/she was late for pick-up. This is considered a late pick-up warning.

A one-day suspension from the Club will result for the child upon the following conditions:

1. The driver refusing to sign the late pick-up documentation.
2. The child being picked up late three times within 20-minutes of closing time within a 90 day period.
3. The child being picked up late two times over 20-minutes after closing time within a 90 day period.
4. The child being picked up late over 30 minutes after closing time on any given day.
5. The child being picked up late any times in addition to reaching the stipulations listed in #2 and/or #3 within a 90 day period.

The Club may remove a child from the program due to excessive late pick-ups. Making a phone call to the Club to tell staff you will be late is appreciated, but it will NOT exempt you from the stipulations listed above.

GENERAL POLICIES

GROUP ASSIGNMENTS

Children are primarily divided into groups according to school grade. They follow an activity schedule with their group throughout the day. To keep group numbers even, children might be selected for an older group based on grade and familiarity with the program. It is possible for children in the same grade to be assigned to different groups. Children are not automatically placed in a higher age group from one year to the next. You will be notified of your child's group by email prior to the start of the program.

MEALS

The Club provides breakfast and lunch, free of charge, through the USDA Summer Food Service Program. An afternoon snack is also provided through the Second Harvest Food Bank.

Per USDA program policy, breakfast will be served only between 7:30am and 8:30am. If your child is not in the cafeteria by 8:30am, they will not be served breakfast. Deadline to be included in the lunch count is 9:00am. A child must be present to be counted for lunch. Phone-in requests are not accepted. Kids arriving after 9:00am must bring a lunch.

Children are permitted to bring lunch or snacks from home if they prefer. Weekly menus will be available and posted on the Club website. Club does not provide substitute foods to offset allergies. If your child has food allergies or if you have a concern about certain food ingredients, please have child bring lunch from home.

MEDICATION

The Club does not have medical personnel on staff. Club staff will dispense medication (at lunch time only) to a child only with the written consent of the parent, which is part of the registration form. It is the child's responsibility to remember when he/she is to take the medication. The Club's staff will do its best to notify the children of the time for their medication, but will not take responsibility if it is not dispensed in the manner in which it is prescribed.

PERSONAL BELONGINGS

Children are strongly discouraged from bringing any personal belongings beyond what is needed for a day. Children are encouraged to mark all belongings with their name. The Club will not take responsibility for lost or stolen items, nor is it bound to conduct inquiries in order to retrieve such items; however, the Club does reserve the right to search members' belongings when there is reasonable suspicion that he/she possesses something illegally.

SUNSCREEN

Parents should apply sunscreen to their children on days they go to Camp and on outdoor field trips. While staff can provide guidance to kids for applying sunscreen themselves, they are prohibited from applying sunscreen to children.

CLUB FIELD TRIPS / CAMP SPENCER

All field trips and week-long day trips to Camp Spencer are included in the Summer Program. A list of trips will be available prior to program starting. If a child is present during a day or time his group is on a field trip or at Camp Spencer, the child must accompany the group. Staying at the Club with another group is not an option. No trips will leave the building before homeroom is over at 9:15am. No trip will arrive back to the Club after 4:30pm. Camp Spencer is a Cabarrus County public park, complete with a swimming pool, ball field, and lakes for fishing and canoeing.

CAMP T.N. SPENCER PARK

The Park is open to the public during the operating hours of the Club's program. However, with the exception of the swimming pool, areas of the park that are being used by the Club's program are off limits to the public during operating hours. Campers should bring a bathing suit, towel, sunscreen, and clothes that a little dirt won't hurt. Changing areas are open locker room spaces without individual changing rooms. Parents should apply sunscreen to their children on days they go to Camp and on outdoor field trips. While staff can provide guidance to kids for applying sunscreen themselves, they are prohibited from applying sunscreen to children. Kids should wear swimsuits to camp and must have dry clothes to wear for the bus ride back to the Club. The park requires clothing designed for swimming; t-shirts and shorts are not permitted. The Park's swimming pool will be OPEN to the public at all times. For more questions regarding the park, call the Park Office at 704-792-4492.

CAMP SPENCER ACTIVITIES

Throughout the day, children will have the opportunity to participate in the following activities:

Canoeing: Children are not permitted to be on a boat without a life preserver and oars. A certified lifeguard is on duty at all times at the canoe lake.

Ball field: Activities include kickball, wiffle ball, soccer, Frisbee toss, volleyball, and others.

Arts/Crafts: Age and gender appropriate crafts.

Swimming Pool: Children attend two free-swim sessions per day. Pool is staffed with certified lifeguards. Children are permitted to swim in areas that are age and size appropriate. Children who cannot swim are allowed to bring small flotation devices from home.

Fishing: Children in senior groups have the option to fish while other activities are taking place.

Game Time: Playing board games, cards, puzzles in the shade of Camp Spencer.

Special Events: May include educational programs presented by professionals in their fields. Programs may be related to environmental, health/safety, and fitness themes.

21ST CENTURY COMMUNITY LEARNING CENTER

The Boys & Girls Club of Cabarrus County is proud to announce the addition of our 21st Century Community Learning Center Program! The 21st Century Community Learning Center Program (21st CCLC) is administered through the North Carolina Department of Public Instruction and provides federal funding for organizations like our own to better serve the children, families, and schools in our community.

The program provides expanded learning opportunities for eligible students in Title I schools beyond regular school hours. In addition to intensive academic learning, the program also offers students a broad array of enrichment activities focused on healthy lifestyles and character development.

The Boys & Girls Club of Cabarrus County's 21st CCLC program currently serves eligible students from:

G.W. Carver Elementary;
Rocky River Elementary
W.M Irvin Elementary
Concord Middle
C.C. Griffin Middle
Northwest Cabarrus Middle

21st CCLC Program Components

- Breakfast
- Healthy Snack
- K&W Dinner
- Arts Enrichment
- Project Learn
- Character & Leadership
- STEM
- Social and Emotional Learning
- Academic Enrichment
- Triple Play
- Field Trips
- Tutoring
- EOG/EOC Preparation



HANDBOOK ADDENDUM

21ST CENTURY COMMUNITY LEARNING CENTER

OPERATIONAL HOURS AND DAYS CLOSED

- The Boys & Girls Club of Cabarrus County 21st Century Program will operate in alignment with the Boys & Girls Club Summer schedule
 - Operating hours for the Summer Program and 21st Century programming are 7:30am - 6:30pm
 - The 21st Century program will only operate on days in which the Boys & Girls Club of Cabarrus County is open to the public
 - Any Club-scheduled holidays also pertain to the 21st Century Program, i.e., New Year's Day, Pancake Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day
 - *Please refer to the Club Calendar for specific closings during the Afterschool and Summer Programs*

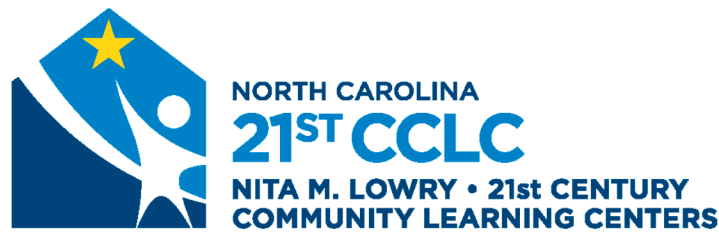
FEES, PAYMENTS AND REGISTRATION FOR 21ST CENTURY PARTICIPANTS

- 21st Century participants in the Boys & Girls Club Afterschool Program do not pay or make payments while enrolled in the 21st Century Program
- Previously enrolled 21st Century participants must re-enroll in the 21st Century and Afterschool Program at the Boys & Girls Club of Cabarrus County to continue participation in the upcoming after school and summer months

BGCCC 21ST CENTURY PROGRAM PHOTO POLICY

- 21st Century participants opt-in to the photo policy of the Boys & Girls Club of Cabarrus County upon completed registration (refer to page 3 under General Policies)
- In alignment with the policy of the BGCCC, photographs taken during the operation of the 21st Century program may be released to the North Carolina Department of Public Instruction
- Photos/videos will never reveal confidential information about the child

Parents who object to the release of such photos must notify the Club, in writing, within 15 days of registration



THE CLUB TEEN CENTER

The *CLUB* is a space within the Boys & Girls Club created especially for teens. The *CLUB* offers resources and programs to create meaningful experiences today as teens prepare a plan for the future.

- The *CLUB* is for high school teens currently in 9th-12 grade.
- Members of the High School Program have access to the *The CLUB* Teen Center that includes a pool table and game area, multiple gaming stations, a large screen for television and videos, general gathering area, computer stations and designated study rooms
- Only currently registered program members are allowed inside the *The CLUB* Teen Center

TEEN CENTER RULES AND EXPECTATIONS FOR MEMBERS/PARENTS

The following rules have been established to ensure the safety and well-being of all our members and our facilities. Please review the following:

CHECKING IN AND OUT FOR ATTENDANCE

1. All Teen Members are required to be checked in when they are in the building and checked out any time they leave the building, both through the Membership Tracking System (MTS).
2. Teen members are allowed leave the Club property only under one of these two circumstances:
 - a. A parent is present either inside the Teen Center entrance or at Club Central and formally checks him/her out for the day.
 - b. A parent/guardian has submitted the appropriate form granting permission for the Teen Member to leave without a parent/guardian present with the understanding the Teen Member will not be allowed to return to the Club the same day.
3. **An exception** will be made for a Teen Member to return to the Club property on the same day as long as he is accompanied by a parent/guardian and reports to the Teen Center entrance or Club Central to formally check back in.
4. If a Teen Member is granted permission to leave the Club property by the appropriate parental permission form, it is the Teen's responsibility to notify the appropriate Teen Staff member he/she is leaving and must check-out through the MTS.
5. A list of members who are able to check themselves out for the day is posted by the computer on the wall. The list is updated as needed.

Teen Students Are Not Allowed in Rooms or Any Other Spaces That Are Not Supervised by Staff.

1. Teen Students are not allowed to access any restroom designated for usage by elementary students.
2. Teen Students are not allowed to access the Athletic Hallway.
3. Teen Students are allowed in Teen Center breakout rooms, including the recording studio and booth, only under the following circumstances:
 - a. They have been given permission by staff.
 - b. The lights are ON in the room.
 - c. The door is OPEN, unless otherwise instructed to be closed by staff.
 - d. Blinds, if applicable, are OPEN.
 - e. There is either one student by him or herself or at least three students together.
 - f. Only students approved by the Teen Center Director or Teen Unit Director are allowed in the recording studio and/or booth. A list of approved students is posted at the recording studio door.
4. Unoccupied breakout rooms/recording rooms are to be locked.

TEEN CENTER (CONTINUED)

GENERAL TEEN PROGRAM RULES

1. **Inappropriate conversation** – It is inappropriate for anyone in the Club to be cursing, communicating threats of violence or using weapons, sexual activity, illegal drug use, gang activity, or any unlawful activity. This applies to all activity including recording music. It is staff's responsibility to report any such talk to the Teen Center Director, the Teen Unit Director, or the appropriate supervisor.
2. **Cell Phone Usage:** We are not monitoring members on their cell phones. But the rules for inappropriate conversation in Item 1 above applies to any usage of cell phones that can be heard or seen by others. Cell phones are not allowed to be used in the Gym unless a staff member approves of a student making a quick phone call or text to a parent.
3. **Music** should be played in a way that is generally acceptable to others: not be so loud that it's disruptive to others, heard in the hallway or too loud where you cannot hear the intercom
4. **Personal items** - The Boys & Girls Club is not responsible for personal items. Members are expected to keep track of their personal items. Sharing their personal items is at their discretion.
5. **The possession or use of weapons, alcohol, illegal drugs, or tobacco products** will not be tolerated. Anyone disobeying this rule will face consequences and his/her parents(s) will be notified. Appropriate action, including police involvement, will be taken. Please notify the Teen Center Director or Teen Unit Director as soon as possible. An After School or Summer Program supervisor is also acceptable.
6. **The following are NOT permitted:**
 - o Sagging pants/shorts
 - o No hoods (hats and toboggan are permitted)
 - o No personal displays of affection
 - o Shoes must be worn at all times
 - o Gambling
 - o Chewing gum
 - o Inappropriate or offensive clothing or logos.
 - o Light sticks, lasers, and stink bombs.
 - o Inappropriate dancing (grinding)
 - o Running around the room, jump across or on furniture, or horse play in the room.

TEEN GYM RULES

1. Teen gym doors on the athletic hallway are to be always **CLOSED**.
2. Members needing to use the restroom should follow these protocols in this order:
 - a. Return to the Teen Center as long there is either a staff member there or a staff member in the gym accompanies the student.
 - b. Report to the Middle School Room if there is a staff member there.
 - c. Report to the Middle School Room if the room is empty and only if the student is alone. (Staff should closely monitor the trip to the Middle School room for length of time and confirm it's where the student reported)
3. **NEVER** are students allowed to be in the athletic hallway or sent to the athletic hallway bathrooms.
4. Members are not allowed to have their Cell phones out in the gym or have their air pods or headphones on.
5. No food is allowed.
6. Crocs, slides, or open-toed shoes are not allowed for any type of active play.

TEEN CENTER (CONTINUED)

TEEN CENTER RULES

1. **Dinner/ Meal:** Students should be sent to the cafeteria at 3:10 to get their meal. They will bring it back to eat in the teen center. **Help keep the Teen Center clean:** Students are required to eat in the designated eating area only. They must clean up after themselves including crumbs on the floor and tables and trash laying around. Let's keep our areas clean.
2. The High school members are not on a timed schedule up until 5:20 p.m., Monday-Friday. Staff are allowed to take them to the gym at any time. After or before their meal.
3. **Gaming Station:** These rules apply to all students playing the gaming systems:
 - a. If a student puts his/her personal account on any gaming system that means anyone is allowed to play on their account.
 - b. All games must be approved by either the Teen Center Director or the Teen Unit Director. Games that include killing, sexual conduct, cursing, or any unlawful activities are not permitted. This would include games such as Grand Theft Auto, Mortal Combat, and any others with similar content.
 - c. **Controllers/Joy sticks/ Remote Controls:** If they are not in use, they must be placed back on the dock station or on the shelf. They are not to be left sitting on the table, couch etc.
 - d. For the sake of keeping the games clean and operational, students are not allowed to play the gaming system while sitting at the eating tables.
4. **School work:** Teens do not have power hour time, but we do encourage members to be responsible for getting their schoolwork done.
5. **Watching TV or movies:** Staff have the responsibility to make sure no students are watching inappropriate or questionable content. Generally, teen students are allowed to watch programs and movies that are rated PG, PG-13, PG-14, T, and approved movies/shows that are TV-MA.



HIGH SCHOOL PROGRAM DISCIPLINE POLICY

The Club takes behavior and discipline situations very seriously. We feel that providing the following policy and supplementary information will help our youth and their parents understand how certain situations will be handled.

CLASSIFICATION OF BEHAVIORS AND LEVEL OF CONSEQUENCES

- Level 5** Behaviors mostly punishable by having a conference with an administrator.
- Level 4** Behaviors mostly punishable a suspension from a specific activity room.
- Level 3** Behaviors mostly punishable by a parent notification.
- Level 2** Behaviors mostly punishable by a suspension from the Club for a week or less.
- Level 1** Behaviors mostly punishable by a suspension from the Club for a week or more.

<u>Behavior</u>	<u>Level of Consequence</u>
Insubordination	2 to 5
Not following directions	4 to 5
Horse playing	2 to 5
Minor physicality (i.e. playful contact)	2 to 5
Dress code violation	2 to 3
Bus-specific misbehaviors	2 to 5
Bathroom misbehaviors	1 to 3
Leaving Club property (without proper permission)	2 to 3
Cursing	2 to 5
Bullying*	2 to 3
Major physicality (i.e. pushing, hitting)	2 to 3
Stealing	2 to 3
Disrespect to Staff	2 to 3
Communicating threats	1 to 3
Destruction of Club property	1 to 3
Lewd conduct	1 to 2
Sexual harassment	1 to 2
Fighting	1 to 2
Possessing weapons	1
Drug, alcohol, tobacco possession	1

HIGH SCHOOL PROGRAM DISCIPLINE POLICY NOTES

1. Staff have the authority to judge how certain behaviors will be categorized. The varying levels of consequence can be determined, but not exclusively, by the amount of impact the behavior has on other children, the staff's ability to lead and manage the activity room, the physical status of the room, and the pattern or repetitiousness of a behavior.
2. Though the behaviors listed are given in general categories, staff have the authority to judge and categorize all other behaviors not covered by the list above.
3. Depending on the severity of the behavior, there may be times when a situation will be handled with a level of consequence that is more severe. Specifically, situations of cursing should always be reported to the Teen Center Director or the Unit Director who should address the offense this way:
 - o First offense: verbal warning
 - o Second offense: verbal warning
 - o Third offense: parent conference
 - o Fourth offense: one day suspension
 - The time frame of the offenses can be judged by the Teen Unit Director.
 - Each offense can be judged on its own merit with a slight leniency being given for "slips of the tongue".
4. The Club defines "bullying" as a pattern of behavior of picking, name calling, antagonizing or being mean/hateful without being provoked.
5. Repetitious behaviors and those that have developed a pattern are also likely to be treated with a greater severity:
 - a. Communication between a Unit Director/Program Administrator and a parent/guardian must occur under these circumstances:
 - i. All Level 1, Level 2, and Level 3 behaviors.
 - ii. A third, within a two-week period, with a warning to the parent that a fourth referral within the same time frame will result in at least a one-day suspension.
 - b. Suspensions will occur under the following circumstances:
 - i. All Level 1 behaviors: one week or more.
 - ii. All Level 2 behaviors: 1-5 days.
 - iii. A fourth in a two-week time frame: at least one day.
 - iv. If more than one suspension occurs within a 30-day period, the second suspension shall be for at least two days, a third suspension for at least three days, etc.
 - v. If the number of days suspended accumulates to six or more during a six-month period, removal from the program – temporary or permanent – will be considered.

KEYSTONE CLUB

The Keystone Club is the High School Program's character, leadership, and community service component. Weekly meetings are held, community service projects are planned, and college readiness and career readiness field trips are organized. The Boys & Girls Club has high expectations for its Keystone Club members:

EXPECTATIONS FOR KEYSTONE CLUB MEMBERS

- 1. Active Participation:** We expect all Keystone Club members to actively engage in Club activities, discussions, and projects. Your involvement is essential to our collective success.
- 2. Service Project Commitment:** Each member is required to complete a minimum of 15 service hours during the Keystone Club's operating year. These hours contribute to the positive impact we make in our community.
- 3. Positive Behavior:** It is crucial that all members exhibit respectful and responsible behavior when representing our Club and organization. This includes interactions with fellow members, staff, and the community at large.
- 4. Consistent Attendance:** Regular attendance at Club meetings and events is essential. This demonstrates your commitment to our shared goals and projects.
- 5. Communication:** Effective communication is key to our success. Please keep the lines of communication open with our club leaders, your fellow members, and the larger community.

GUIDELINES FOR ATTENDING THE ANNUAL NATIONAL KEYSTONE CONFERENCE

Attending the Keystone Conference is a fantastic opportunity for Club members to learn, grow, and connect with peers from across the country. To ensure that everyone has a fair chance to participate, please note the following guidelines:

- 1. Suspension:** If you have been suspended from the Boys & Girls Club for any reason, you will not be eligible to attend the Keystone Conference. It's important that our attendees represent the values and standards of our club.
- 2. Service Hours:** As mentioned earlier, each member is expected to complete a minimum of 15 service hours. Failure to meet this requirement will result in the forfeiture of your right to attend the conference. This is because participation in service projects is a core element of the Keystone experience.
- 3. Permission for Missing Service Projects:** If you anticipate missing any service projects, please seek permission from club leadership well in advance. Failure to obtain permission for absences may result in the forfeiture of your right to attend the Keystone Conference.
- 4.** There will be a limited number of Keystone Club members that will be able to attend the Keystone Conference each year. Officers that complete the requirements for attendance will be given the first opportunities. Additional spots will be awarded based on criteria such as service hours, conduct, and attendance.
- 5.** Attending the Keystone Conference will require extra fundraising by our Club. Keystone members will be expected to support these efforts through participation in fundraising events.

We believe these expectations and guidelines are essential for maintaining the integrity of our Club and our participation in the Keystone Conference. By adhering to these standards, we can make the most of our collective efforts and continue to positively impact our community.

We are excited about the opportunities ahead and look forward to a productive and rewarding year. If you have any questions or need clarification on any of the above points, please don't hesitate to reach out to your High School Program.

IMPORTANT DATES TO REMEMBER

May 22	Last day of Afterschool Program
May 23-June 2	Club Closed
June 3	First day of Summer Program
June 19	Club Closed for Juneteenth
July 4	Club Closed for Independence Day
July 15	Afterschool Registration begins
July 31	Last Day of Summer Program
Aug 1-Aug 12	Club Closed
August 13	First day of Afterschool Program

CONTACT INFORMATION

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