

Boys & Girls Clubs of Lake and Sumter Counties

Member Handbook and Code of Conduct

My signature below indicates that I have read, discussed (parent/guardian & member), and understand this document. I understand a copy of this page will be placed in the Club member's file.

Parent/Guardian Name (Printed)

Date

Parent/Guardian Signature

Member Name (Printed)

Date

Member Signature

Boys & Girls Clubs of Lake and Sumter Counties

Member Handbook and Code of Conduct

The Boys & Girls Clubs provide a safe place to learn and grow, ongoing relationships with caring adult professionals, life-enhancing programs and character development experiences, and hope and opportunity. We are there for the children throughout their entire childhood, from age 5-18. More than just a day care, we provide a safe and positive place for kids to spend their free time, and our programs help them grow into caring and responsible adults.

Mission

The mission of the Boys & Girls Clubs of Lake and Sumter Counties is to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

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 & Girls Club which stands for all these things.

General Information

The Boys & Girls Clubs of Lake and Sumter Counties rely on a combination of Professional Staff and dedicated volunteers to help run our programs. Our Professional Staff is made up of caring adult professionals who are dedicated to helping our members succeed. Each of our staff members and volunteers is held to a high standard, and thorough background checks are performed on each new employee or volunteer.

Our program areas include, but are not limited to:

- *Arts & Crafts* – A program designed to enhance self-expression and creativity, develop multi-cultural appreciation and give kids a chance to explore their creative side
- *Technology Center (computer lab)* – gives members a chance to develop vital technical skills through fun educational games and other programs
- *Triple Play* – A game plan for the mind, body and soul that is designed to improve Club members' knowledge of healthy habits, good nutrition and physical fitness
- *Project Learn* – A comprehensive program designed to raise academic proficiency of Club members ages 6-18. The program includes Power Hour (homework help and tutoring), collaboration with Lake County schools, parent

and community involvement, high-yield learning activities and goal setting and recognition.

- *Character & Leadership Development* – Programs and service opportunities such as Keystone Club, Leader In Training programs, career exploration and development programs, Youth of the Year, Smart Girls & Passport to Manhood programs, and more

Dress Code

- Members are expected to wear clothing and accessories in keeping with their gender. Undergarments should not be visible at any time.
- Shirts must be long enough to clearly overlap the belt line. No midriff-baring shirts or blouses will be allowed.
- Unacceptable garments include those featuring obscene or offensive logos, phrases, decals, patches, emblems or words. This will include, but not be limited to:
 - Nude/semi-nude figures
 - Figures in sexually suggestive positions
 - Logos of alcoholic beverages, tobacco products or other prohibited substances
 - Satanic/occult references
 - Gang identification

If any member is found to be out of dress code, the parent/guardian will be called to either bring a change of clothes or pick them up. The member will be sent home if an appropriate change of clothes is not available.

Behavior Guidelines

Everyone has a choice in how they act. All actions, whether good or bad, have consequences. Our behavior guidelines are based on a principle of mutual respect – respect for yourself and others.

All members are expected to follow these guidelines:

- Respect yourself and others
- Respect the Club and Club property
- Be responsible for your own belongings.
 - Personal toys, games, cell phones, and electronic devices should be stored in a secure location. The Club does not assume responsibility for loss of personal property and we encourage members to leave such items at home.

Bullying

In the spirit of respecting yourself and others, bullying will not be tolerated at the Club and is subject to disciplinary action. Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile and malicious intent (i.e. repeated oppression, physical or psychological, or a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted (cyber or high-tech), psychological (e.g. emotional abuse), through attacks on the property of another, or a combination of any of these.

Some examples of bullying are:

- *Physical* – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- *Verbal (oral or written)* – taunting, malicious teasing, insulting, name calling, making threats.
- *Electronically transmitted (cyber or high tech)* – using communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal websites and other websites, whether on or off Club premises, to support deliberate, repeated and hostile behavior by an individual or group, that is intended to threaten or harm others.
- *Psychological* – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Essentially, we will not tolerate members purposely hurting someone's feelings, belongings or body. If you feel you are being bullied, ask the person to stop – they may be joking around and not realize it's bothering you. If they do not stop, tell a staff member right away.

Transportation Rules

It is a privilege, not a right, to ride the bus or van. Club rules extend to the bus/van as well, and rules of respect should be followed.

- Riders should remain in their seats (in assigned seats if assigned) while the bus/van is moving
- Seat belts *must* be worn in the van
- Never put anything out the window (including arms, heads or objects)
- Always keep the aisle clear
- Obey the driver
- No eating or drinking on the bus/van
- No balloons or other large or disruptive items on the bus/van
- Follow the Boys & Girls Clubs rules of respect

Violations of Club transportation rules, including disruptive behavior on the bus/van or at a stop with the bus/van present, will result in disciplinary action.

Disciplinary Action

It is essential that the Clubs be safe and orderly to ensure we provide an environment that is a positive place for each member. We have a zero tolerance policy for Club related wrongdoings. Members who choose not to follow the rules will be subject to disciplinary action. All incidents will be handled on an individual basis.

Minor disciplinary issues such as cutting in line or talking out of turn can result in consequences including, but not limited to: time out, writing sentences, assisting staff with clean up, or losing field trip privileges.

Repeated minor offenses will be handled with a 3-step process:

1. Write up
2. Call home to parent or parent conference
3. Automatic suspension

Major disciplinary issues will result in automatic suspension or expulsion.

Suspension - Any member found to have committed the following offenses on Club property, on the bus/van, or during a field trip is subject to automatic suspension:

- Bullying – intentionally causing harm to another person either physically or emotionally (includes first incident of fighting)
- Blatant disrespect for authority
- Using profanity or other offensive language (including racial slurs)
- Verbal sexual harassment
- Destruction of property
- Throwing items out the bus window
- Theft

Expulsion - Any member found to have committed the following offenses on Club property, on the bus/van, or during a field trip is subject to automatic expulsion:

- Threat or false report to do harm related to bombs or weapons
- Possession, use or sale of any controlled substances
- Possession, use or sale of any explosive device
- Possession, use or sale of any firearm or other weapon
- Arson
- Battery or threats of battery to staff/other members
- Aggravated battery
- Armed robbery
- Sexual battery
- Homicide (manslaughter or murder)

After a complete review of the Member Handbook and Code of Conduct, both parent and member must sign and date the front page and return it to a Club staff member.