



The goal of the Boys & Girls Club of Salem, Inc. is to provide a **safe** environment for all children. It is the hope of the Staff that every member treats the Club with respect and demonstrates proper behavior. It becomes necessary, however, to deal with inappropriate behavior quickly, professionally and in a compassionate manner. Below you will find a detailed explanation of inappropriate behaviors and their consequences. **Parents and children must read and sign this policy.** The underlying goal of this policy is to reinforce the idea that all behaviors (appropriate and inappropriate) and their consequences **are in the child's control.**

Minor Infractions

- Screaming/Yelling
- Rough Housing
- Running in the Building
- Disrespect to other members (name calling, teasing, etc.)
- Being in an unsupervised area

Consequences

Phase 1 – Warning/Time out

Phase 2 – Activity Restriction/Notify Parents

Phase 3 – Suspension from program

Major Infractions

- Disrespect to Staff or Equipment
- Bullying/Intimidation
- Leaving the Building and/or property without permission
- Inappropriate Behavior in bathrooms/locker rooms, on bus/van or during an activity

Consequences

Phase 1 – Activity Restriction/Notify Parents

Phase 2 – Suspension from program

Phase 3 – Termination of membership

Also – restitution for all broken equipment

Serious Infractions

- Attempts to injure (punching, slapping, biting, pinching, etc.)
- Threatening other members and/or staff (w/ physical harm)
- Inappropriate comments and/or touching
- Stealing
- Throwing items out of bus or van(*)

Consequences

Phase 1 – Suspension from program or transportation(*)

Phase 2 – Termination of membership

Also – restitution for stolen items

- Suspensions shall be for 1-5 days and will depend upon the severity of the behavior.
- Suspensions include all Club programs
- The Executive Director and Program Director shall review all suspensions. The child and parent shall have the opportunity to schedule a follow up conference before the child is able to return to the club.
- The Boys & Girls Club will inform parents of the availability of information and referral services and shall provide this information on request of the parent(s).
- When a child is terminated from the program, the staff will prepare the child in a manner consistent with the child's ability to understand.
- Measures should be reasonable and appropriate to a child's understanding and need. These measures should allow a child's growth and development to continue to grow to their maximum potential.
- Continuous inappropriate behavior(s) may result in permanent removal from the program and revocation of Club membership.
- All behavioral infractions shall be documented and put the child's membership folder.

Parental Behavior:

The following may be reasons for a child's termination from a program or Club membership and will be determined by the Executive Director and/or Program Director. **Parental** inappropriate behavior includes but is not limited to:

- Disrespect, humiliation or ridicule directed to staff, parents or coaches.
- Disrespect to the Club and/or the program by speaking poorly of staff and/or management.
- Speaking inappropriately to children – concerns regarding Club members should be directed to staff.
- Inappropriate touching, pushing, and shoving of staff or children.
- Asking personal questions of children or staff.

Should a problem arise with another child, staff member or parent, all concerns should be addressed to the Executive Director or Program Director.

Confidentiality will be maintained at all times toward Club members and their families. Staff and Administration are available to schedule mutually convenient meetings to discuss any problems or conflicts.



BOYS & GIRLS CLUB
OF SALEM

(A & B) MEDIA RELEASE POLICY

TO ALL PARENTS AND GUARDIANS:

(A) CONTRIBUTION OF ARTWORK INTERNET:

The Boys & Girls Club of Salem is located on the Internet at <http://www.salembgc.org>. As part of our web site and web presence, we would like to include artwork and writing by Club members as well as photographs of our Club members participating in our many activities. If you agree to have your child's work and pictures of your child considered for inclusion on the web page, please check the corresponding "Yes" or "No" box on page 2 of your membership form. Thank you.

(B) PHOTOGRAPHS AND VIDEO:

With permission, photographs/images/moving images of your child may be used for informational and educational purposes related to the Boys & Girls Club of Salem. Photographs/images/moving images will be used to help illustrate and explain programs and/or events of The Boys & Girls Club of Salem. The use of images may include special event videos, photo collages, and local newspaper coverage.

If you agree to allow permission of the use of photographs/images of your child for informational and educational purposes related to the Boys & Girls Club of Salem, please check the corresponding "Yes" or "No" box on page 2 of your membership form. Thank you.



(C) Internet Access and Computer Use Policy

User Responsibilities:

Club members are not to reveal their own or others' personal home address or home phone numbers. You must notify your parent(s)/guardian(s) and a Club staff member immediately if any individual is trying to contact you for illicit or suspicious activities.

Be sure to behave appropriately when using electronic communication. Instant Messenger, Chat Rooms or the checking of e-mail **is not allowed for Club members 12 years of age or younger**. Please do not give out personal information. When using e-mail, please use extreme caution in revealing any information of a personal nature. Providing personal information about another person, which may include a home address or home telephone number, is not allowed.

User Guidelines:

- No Club member will be allowed to access the internet with out the signed written consent of a parent or guardian.
- All internet access will be under the supervision of Club staff.
- Use of the internet will be prioritized. Salem School District assignment research and project/homework completion supersedes all other internet/computer use.
- Users shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users or misrepresent other users while using the computers.
- Hate mail, harassment, discriminatory remarks and other inappropriate behavior are not permitted.
- Malicious use of the computers/internet to development programs that harass other users or infiltrate a computer or computer network and/or damage the software/hardware components of a computer or computer network is not allowed.
- Use of the internet to access or process pornographic material, inappropriate text files or files that may be dangerous to the integrity of the Club's computer network is not allowed.
- The downloading of software program, video or music from the internet is not allowed.
- No additional computer programs can be installed on the Club's computers without the consent of Club staff.
- Use of the computers for the purchase and/or sale of any physical item or service is not allowed.
- From time to time, the Club will review these policies and will make determinations regarding the use of computers and internet. Suggestions from Club members and parents are welcome.

Member:

I understand and will abide by the terms and conditions for Internet access and computer use policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken.

Parent:

As the Parent or Guardian I have read the terms and conditions for Internet access and computer use for the Boys & Girls Club of Salem. I understand that this access is designed for educational purposes and the Boys & Girls Club has taken reasonable precautions to prevent access of inappropriate material. However, I also recognize that it is impossible to prevent access to all inappropriate materials and I will therefore not hold the Club responsible for materials viewed, acquired, or communicated on the Internet or private accounts accessed. I understand that if my son/daughter should commit any violation, his/her access privileges may be revoked and disciplinary action may be taken.

After reading, please check the corresponding "Yes" or "No" box on page 2 of your membership form!



(D) COOKING POLICY

I allow my child to participate in cooking programs at the club. I understand the dangers involved in preparing and cooking food. The use of cutting utensils (knives), gas stoves, ovens, and other kitchen items will be part of cooking programs.

(E) MOVIES POLICY (*grades 6-12 only*)

I allow my child to watch PG-13 rated movies while at the teen center. All PG-13 Movies will be approved by the club staff.

(F) RELEASE OF SCHOOL INFORMATION POLICY

I allow my child to present their progress reports, report cards, and test scores to help improve educational programming. This information will be recorded to establish targeted outcomes through various programs.



SURVEYS & QUESTIONEERS

As a requirement of membership, I, the parent/guardian of the minor child listed on this application, give permission for Boys & Girls Club of Salem to survey my child about his or her Club experience, behaviors, skills and attitudes using Boys & Girls Clubs of America's National Outcomes Survey or other survey instruments.

PRIVACY POLICY/DISCLOSURE OF INFORMATION

I give my permission to the Boys & Girls Club of Salem to share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by Boys & Girls Club of Salem, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

MEMBERSHIP IDENTIFICATION CARD (ID) & OPEN DOOR (*grades 6-12*)

Member Responsibilities:

- Members will not be permitted into the club without an active membership, and ID at any time unless otherwise stated. Staff may make exceptions on the premise that the member will be charged a \$1 fee for each entry without their ID or failure to scan to scan their ID card. Members can participate in club/community service to offset the \$1 fee if the opportunity is granted.
- Members must scan-in & out at all times when entering/leaving the premises.
- The replacement cost for a lost ID is \$5.00 non-refundable. Each \$1 fee paid for not scanning a card can be put towards a new card once \$5 has accumulated.
- IDs are not to be washed or tampered with. Any members with damaged IDs that do not work will be charged the \$5.00 replacement fee.
- Upon membership renewal, if an ID is worn or does not work correctly due to normal wear and tear, a new ID may be granted at the staff's discretion.

As a member, I understand and will abide by the terms and conditions of the open door and ID policy. I further understand that any violation of the regulations is unethical and may constitute further disciplinary actions. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken.

Parent:

Our open door policy requires the scanning-in and out of our facility by members in the teen center. Parents are not required to sign a teen center member out, and are encouraged to implement their own rules regarding times and places where teens should be. Although we will always recommend teen center members to make the right choice we cannot prohibit a teen from leaving the premises.

IDs do not contain a member's contact information.

As the Parent or Guardian, I have read the terms and conditions for of the open door and ID policy for the Boys & Girls Club of Salem. I understand that this policy is designed for safety and security of the members and staff. I understand that if my son/daughter should commit any violation, fees may be applied, his/her access privileges may be revoked and disciplinary action may be taken.

