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BOYS & GIRLS CLUBS
OF CENTRAL ORANGE COAST
Costa Mesa | Irvine | Newport Beach | Orange | Santa Ana

ASES S.T.A.R

Parent-Student Handbook



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S.T.A.R After – School Program Powered By the Boys & Girls Clubs of Central Orange Coast

Our Blue Mission: To ensure every child has mentors and champions in life.

Our Blue Vision: That every child will build positive lifelong memories and achieve their greatest potential, and inspire future generations.

Our Blue Value: Pursue Greatness

Our Blue Experience

- 100% of Members receive First-Class Mentoring
- 100% of Members have a support system to serve the whole child & the whole family
- 100% of Members are equipped with 21st Century Skills
- 100% of Members graduate High School with a custom plan for their future

ETHICS

The Boys & Girls Clubs of Central Orange Coast (“the Club”) is committed to adhering to high standards of ethical conduct in all of our operations. This includes a commitment to providing accurate and complete information, to exercise care and act in good faith, to comply with all laws, regulations and organizational policies, and to promote ethical behavior. The Club’s integrity and reputation of the organization ultimately depends upon the individual action of each employee. Therefore, all employees are expected to conduct themselves in an ethical and lawful manner.

The Club has a policy discouraging/prohibiting staff from fraternizing with members outside of program hours. Additionally, Club employees may not transport members home or in personal vehicles at any time.

TRANSPARENCY/ACCESS TO CLUB POLICIES

Any person who wishes to see the Club’s policies may view them on our website at boysandgirlsclub.com/safety or submit request via email at hr@boysandgirlsclub.com.

Program Operation

STUDENT ENROLLMENT

The Club works with students in the program and to notify parents when openings are available. Students are enrolled when openings become available and paperwork is complete. If no openings are available when an enrollment form is received, the student will be placed on a waiting list and parents will be notified when there is a place for the student in the program.

Parents must complete the enrollment form and parents and students must agree to program policies as described in the ASES STAR Parent-Member Handbook.

For the safety of the students, parents are expected to communicate with the Unit Director about any changes to contact information (phone, address, designated person(s) to pick up member, emergency contact) immediately.



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HOURS OF OPERATION

The law requires that the program be open every day that school is in session and that it begin when the school day ends, be open daily until 6 p.m., and operate at least 15 hours per week [Section 8483. (a)(1) of Article 22.5, Chapter 2, Part VI of the California Education Code].

It is the intent of the Legislature that students participate in the full day of the program every day during which pupils participate, in order to accomplish program.

A TYPICAL PROGRAM SCHEDULE

- School dismisses and students report to the program as part of the school's dismissal process.
- Students are checked in at the designated meeting space and are assigned to groups led by a Mentor Professional.
- Students cycle through the different program components: Power Hour (homework assistance), Triple Play (physical activity), enrichment activity, and are involved in other various Boys & Girls Club activities.
- Students are signed out by an authorized adult at the end of the day.

CODE OF CONDUCT

The Code of Conduct for Members Participants outlines specific expectations of Members and guardians.

Abuse or Mistreatment

Our organization's top priority is keeping members safe. Any form of abuse or mistreatment of children, employees, and volunteers is prohibited. Members shall not abuse or mistreat employees, volunteers, or other members in any way. Use of abusive language, obscene or profane language, including racial, religious or sexual references directed at other people will not be tolerated. It is important to treat others as you would like to be treated.

Members shall not engage in the verbal or emotional abuse or mistreatment of other members, employees, or volunteers.

<i>Appropriate Verbal Interactions for Adolescent and Teenage Members</i>	<i>Inappropriate Verbal Interactions for Adolescent and Teenage Members</i>
<ul style="list-style-type: none"> • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Bullying • Ridicule or Humiliation • Discussing sexual encounters • Cursing • Hazing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten, or humiliate other Members • Derogatory remarks about another Members or his/her family • Inappropriate games like <i>Truth or Dare</i> and <i>Never Have I Ever</i>



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Members shall not engage in the physical abuse or mistreatment of other members, employees, or volunteers.

<i>Appropriate Physical Interactions for Adolescent and Teenage Members</i>	<i>Inappropriate Physical Interactions for Adolescent and Teenage Members</i>
<ul style="list-style-type: none"> ▪ Side hugs ▪ Shoulder-to-shoulder or “temple” hugs ▪ Pats on the shoulder or back ▪ Handshakes ▪ High-fives and hand slapping ▪ Verbal praise ▪ Pats on the head when culturally appropriate ▪ Touching hands, shoulders, and arms ▪ Arms around shoulders 	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated areas • Lap sitting • Wrestling • Piggyback rides • Tickling • Exposing oneself • Any type of massage given by or to a Members • Any form of affection that is unwanted by the Members or the staff or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas • Hitting • Spanking • Shaking • Slapping • Unnecessary restraints • Viewing or showing others pornographic materials

Personal Relationships

Appropriate personal relationships between members are encouraged. However, our organization strongly discourages romantic relationships between members participants while in programming. Members are not permitted to hold hands, sit on others’ laps, use full-frontal hugs, or kiss other members participants while in programming.

There should never be, under any condition, a romantic or otherwise personal relationship between a member and an employee or volunteer.

One-on-one Interactions

Most abuse occurs when an adult is alone with a Members, or when a Members is alone with another Members. Our organization aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration. If you observe one-on-one interactions between employees and Members, you should report this to your site’s General Manager or call Kristle Duran at 714-543-5540 ext. 305 or the Praesidium Child Safety Helpline at 866-607-7233.

Electronic Communication

All communication between employees/volunteers and members must be approved by a members’ parents/guardians and must be in an open electronic environment. The “Rule of Three” must be observed in all electronic communications between members and employees/volunteers. For example, there should be two employees/volunteers included in on text messages and emails with Members. Direct, private messaging between Members and employees/volunteers is not allowed. Members will comply with the organization’s policies governing the use of personal mobile communication devices. Members are not permitted to share cell phones with other members. Please see the “Technology Acceptable Use Policy” below for more information.



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Alcohol, Drugs, and Tobacco

Possession and/or use of alcoholic beverages, drugs and tobacco products while at the organization is strictly prohibited. Members will not be permitted to participate in any program while under the influence of alcohol, drugs, or illicit substances. Parents/guardians will be notified as appropriate.

Weapons

We want our organization to be a safe place for members, children, and families. Weapons and items that may be considered weapons are prohibited. Anyone found to be in possession of such items will be required to leave and the items will be confiscated. This includes laser pointers. Parents/guardians, and/or the authorities will be notified as appropriate.

Violence

Our organization seeks to provide a safe environment for individuals in our community. Violence and threats of violence will not be tolerated at the Boys & Girls Clubs of Central Orange Coast on our grounds, in organization facilities, in other facilities being utilized by our organization, or during Boys & Girls Clubs of Central Orange Coast sponsored activities and events. Employees are available to assist in the resolution of differences.

Disruptive Behavior

We take pride in the appearance of our organization and we always want to ensure members are safe. Inappropriate or disruptive behavior is not permitted in our organization. This includes, but is not limited to, graffiti, littering, spitting, or throwing objects that could intentionally or unintentionally harm others or cause disorder.

Bullying

Our organization will not tolerate the mistreatment or abuse of one member by another member or guardian. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms including:

1. *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. *Verbal bullying* – when someone uses their words to hurt another, such as by belittling or calling another hurtful name.
3. *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. *Cyberbullying* – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 1. Sending mean, vulgar, or threatening messages or images.
 2. Posting sensitive, private information about another person.
 3. Pretending to be someone else in order to make that person look bad; and
 4. Intentionally excluding someone from an online group.
 5. Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
 6. Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all members, guardians, employees, and volunteers.



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Reporting

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that everyone, including members, actively participates in the protection of other members. In the event that members observe any suspicious or inappropriate behaviors and/or policy violations on the part of other employees, volunteers, or other members, it is their personal responsibility to immediately report their observations. Remember, at our organization, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors Between Employees/Volunteers and Members

- Violation of any abuse prevention policies outlined by the organization
- Seeking private time or one-on-one time with members
- Buying gifts for individual members
- Making suggestive comments to members
- Picking favorites

Members are encouraged to report concerns or complaints about other employees and volunteers, other adults, or Members to a supervisor who can be reached at 714-543-5540 or the Praesidium Child Safety Helpline at 866-607-7233.

MANDATED REPORTING

Every staff member or volunteer of Boys & Girls Clubs of Central Orange Coast who becomes aware of or has suspicion of child abuse or neglect must immediately report to Child Protective Services and Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws.

ABUSE AND SAFETY RESOURCES

Boys & Girls Clubs of Central Orange Coast prominently displays BGCA-approved collateral that shares ethics hotline, crisis text line and safety helpline information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving a youth membership application.

DISABILITY INCLUSION

The Boys and Girls Clubs of Central Orange Coast welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs.

a. Inclusive Environment

The Club's staff members will work with families to understand special needs of children seeking accommodation, and to identify modifications necessary to support the disability. A meeting between the parent and Club leadership is required prior to the enrolled child starting in program in order to identify any necessary supports. Staff will work to integrate individual accommodations as safely and feasibly achievable.

b. Disclosure Regarding Boys & Girls Club Services

The Club is committed to providing a safe environment for all members.

c. Staff Training and Development

Training and support is provided to ensure that staff members are competent to be aware of and to meet the developmental needs of Club members for which an accommodation is being provided. Club staff will work with parents to understand specific or individualized needs, and to identify additional support and resources as necessary and/or appropriate.

d. Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff and volunteers are trained on the need for confidentiality. Written records are stored in a secure location with limited access. No information subject to confidentiality is released without first receiving the



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written permission of the parent/guardian. This excludes the responsibility of mandated reports of suspected child abuse and neglect as outlined by applicable state law.

TECHNOLOGY ACCEPTABLE USE POLICY

The Club's technology and communications systems include, but are not limited to, all computer, messaging, software, data, Internet, facsimile, mail/delivery, and duplicating systems owned, operated, or under the control of the Club.

CLUB MEMBER USAGE

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

A. Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

B. Personally owned devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

C. Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

D. Authorized use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

E. Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary protocols including, if applicable, referral to local law enforcement.

F. Loss and damage: Members are responsible for keeping their personal devices stored away at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

G. Cyberbullying: Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate,



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embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

H. Monitoring and inspection: Boys & Girls Clubs of Central Orange Coast reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of Central Orange Coast reserves the right to inspect and/or review personally owned devices that are brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

I. Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs of Central Orange Coast reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services.

J. Parental notification and responsibility: While the Boys & Girls Clubs of Central Orange Coast Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs of Central Orange Coast to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

K. Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of Central Orange Coast Parent-Member Handbook. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Clubs of Central Orange Coast Parent-Member Handbook, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

L. Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval from a staff member.

M. Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a digital citizenship and technology safety training. This training is required for all members annually.



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Member Behavior Guidelines

CLUB PRINCIPLES OF BEHAVIOR

The Club believes that ultimately members themselves must commit to behaving appropriately, so members who wish to participate in our program are asked to accept four simple Club Agreements:

1. Respect the Club.
2. Respect Each Other
3. Try Your Best and Have Fun!

When program starts we devote time to helping members understand what it means to follow these agreements in different circumstances throughout the After School Program, and we re-visit this topic periodically throughout the year. Our staff is also expected to hold to these agreements in their interactions with members, parents, and fellow staff members.

GOOD BEHAVIOR GUIDELINES

In keeping with the purpose and agreements stated above, all members, parents, and guests are expected to observe the following behavior guidelines:

1. Treat staff members, volunteers, and other members with respect at all times.
2. Follow directions given by staff members or volunteers.
3. Show proper respect for the buildings, grounds, equipment, and supplies.
4. Use language appropriate to the setting (no foul language, verbal insults, etc.).
5. Play in a safe manner at all times.

INCIDENT REPORTS/DISCIPLINE REFERRALS

A "Warning" may be given to your child if they are not following the program area rules or Staff instruction. Any member receiving a "warning" may lose certain privileges at the Club. A written "Incident Report" will be given to your child for any behavior or action, physically or verbally, that is deemed inappropriate, disruptive, or disrespectful that may require attention and/or behavior modification techniques along with parent notification.

The difference between behavior that warrants a "warning" or an "Incident report" is if the behavior is malicious or involves an action or behavior that may require modification.

The Club has ZERO TOLERANCE concerning physical aggression. Any act of physical aggression will result in an immediate "**discipline referral**" and an instant suspension. Any member who acts as a "bully" towards other members will be removed from the program immediately and suspended for a length of time to be determined by the Club site's General Manager or on-site supervisor. Physical, verbal or written threats, of any kind, against a member or Staff carries an automatic suspension to be determined by the Club site's General Manager or on-site supervisor and may result in the notification of the Police Department. All major disciplinary decisions will be made by the Club site's General Manager or on-site supervisor and are final. A total of three discipline referrals may result in the expulsion of the club member.

After School Enrichment Program K-8th Grade

INTRODUCTION

It is the Club's intent to provide members with an enriching after school experience which serves to develop the child by offering three main program components: Power Hour (homework help), Academic Enrichment and daily Physical Activity.

ROTATIONS

Rotations begin after our daily assembly. Club members are grouped according to their age, and they begin a series of rotations that are approximately fifty minutes long. During each rotation we focus on three major components: Power Hour (homework help), Enrichment, and Physical Education. Through these rotations, we help members build good character and strong leadership skills, we teach health & wellness programs, and we provide opportunities for physical fitness and recreation.

POWER HOUR (HOMEWORK ASSISTANCE)

Homework assistance is provided to members during the school year to give them an opportunity to begin their homework and get assistance and support from the program staff and volunteers in areas where they need it. With this support, our hope is for them to be more prepared to finish the remainder of their homework at home, if necessary. It is not always possible for every child to complete ALL of his or her homework during the program, nor is it possible for it to be entirely reviewed and corrected.



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Parental responsibility and involvement in their member's academic work is strongly encouraged to continue the learning process at home.

ENRICHMENT

The Club's academic enrichment component allows for members to develop and use 21st Century skills in a variety of engaging activities. Enrichment programs vary in subject matter and change every four weeks. Subjects include STEM, character building, literacy skills and the arts.

TRIPLE PLAY (PHYSICAL EDUCATION)

The physical fitness curriculum is a comprehensive fitness curriculum that combines sports and physical challenges in order to improve club members' health, and strength. Club members learn the importance of warming up and stretching prior to playing sports or participating in group games. The goal of triple play program is to instill active lifestyles in the lives of our club members.

HOURS OF OPERATION

Monday, Tuesday, Thursday, Friday 2:00pm-6:00pm

Wednesday & school modified days: 12:00pm-6:00pm

Non-student day schedule: No program

PICK-UP POLICY

Each child must be signed out of the Club each daily by a parent or guardian unless they have permission to walk home. Failure to sign a child out can result in the termination of services. A parent may be called in the event a child was not signed out.

- Closing time is **6:00 p.m.** Closing time is subject to change during summer/non-member days.
- **Should a child be picked up after closing time:**
 - **1st Time-** The parent or guardian will be given a verbal warning.
 - **2nd Time-** Will result in a late departure notice.
 - **3rd Time-** May result in the suspension of the club member.
- Any child left after 6:30pm will be considered to be abandoned, and appropriate measures may be taken to insure the child's safety.
- After 6:00pm, if no contact has been made by a parent, a responsible party from your emergency list be contacted to come to the Boys & Girls Club and pick up the child.
- If no one is available from your emergency list, the local police may be called after 6:30pm, and the child may be taken into protective custody until a parent can be located.

WALK HOME POLICY

Club members under the age of 13 are not allowed to leave the Club, unless given consent to do so in the membership application when the parent/guardian registers the club member

ACCIDENTS

If a club member were to be involved in an accident, staff members are trained in basic first-aid to take the appropriate actions in order to ensure the club members safety. Depending on the severity of the accident parents or emergency personnel may be called to pick up the club member. Accidents will be recorded, and copies of the reports will be given to parents/guardians.

HEAD LICE & SEVERE COMMUNICABLE DISEASES

If a club member attends the Club and is found to have live head lice or a severe communicable disease (i.e. chicken pox, measles, strep throat, etc.) they will need to be sent home and will not be able to return to program until cleared by a doctor, or properly treated in the case of live head lice. Though this may cause an inconvenience to some, it is a measure we take to protect all members at our club from being affected.

PERSONAL ITEMS

The Club is not responsible for lost personal belongings. Please mark all articles brought to the facility with club Member's name. We highly discourage club members from bringing personal electronics, collectibles, etc. with them to the Club. The Club



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is not responsible for lost, stolen, or damaged items, and Any personal items that are left at the Club will be placed in the Lost & Found. The Club will hold items for up to a month, at which point the items will be taken to a donation facility. It is the members' and parent's responsibility to check the lost & found as soon as possible.

Field Trips/Transportation

We only provide transportation for field trip purposes. Throughout the year we schedule various field trips that have a purpose and are meant to provide club members with opportunities they would not necessarily get at school. Some trips are geared for specific club members and groups in which case we only invite specific members. In order to participate in a field trip, the club member must have a signed permission slip that gives parental consent and a Boys & Girls Club t-shirt.

TRANSPORTATION RULES:

- Parents will be notified of children who do not adhere to the rules and may result in the removal of Club transportation privileges.
- Seat belts must be worn at all times (when available).
- No food or drink is allowed on the bus unless prepackaged and stored safely and securely (lunch box, etc.).
- No standing on the bus or changing seats unless instructed to do so.
- No yelling, screaming, or loud talking. Foul language is not tolerated.
- Body must be kept inside the bus at all times.
- No objects are to be thrown out of the bus at any time.
- No personal game devices are to be used during transportation.
- Keep aisle clear at all times. All personal items are to be kept secure.
- No fighting or horseplay at any time.
- Any vandalism to a Club vehicle will be paid for by that member's parents and/or guardians.
- Members must comply with State Code and Regulations.
- No weapons will be brought on board at any time.
- Shirts and Shoes are required to ride the bus.
- No large boxes or packages.

SAFETY GUIDELINES FOR STUDENTS

1. Never give out your last name, address, or phone number to anyone online.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
4. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The Club expects you to follow your parent's wishes in this matter.

SYSTEM SECURITY

Each member is responsible for his or her individual user account and should take all reasonable precautions to protect this account. Under no conditions should a member provide another person with their password or account information. If a member has identified or witnessed a possible security breach, notify a staff person immediately. Do not look for security problems as this in and of itself may constitute or be construed as an illegal attempt to gain access.

DISCIPLINARY ACTIONS

Members that violate the Acceptable Use Policy will be denied access to Club technology and programs for a specified time period. Based upon the nature of the violation, they may also be subject to other severe disciplinary action.

Supporting the Program

In order for members to have a positive experience, Parents and the Club need to work as partners. All policies and procedures have been established to create a safe engaging environment for children and to maintain the standards set forth by the Club. Questions and concerns about the program and information about member behavior are expected to be handled in a professional and courteous manner. Inappropriate conduct does not demonstrate positive problem solving strategies for children and will not be tolerated.



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SIGN AND RETURN THIS COPY WITH YOUR REGISTRATION PACKET

Acknowledgement of Receipt of Parent-Member Handbook

I acknowledge that I have received and read a copy of the Boys & Girls Clubs of Central Orange Coast's Parent-Member Handbook, which describes program policies and procedures for students who enroll, I understand the attendance and behavioral expectations, and I understand I may contact the Unit Director for further information.

Name of School _____

Name of Member _____

Parent/Guardian Signature _____

Member's Signature _____

Date _____

Names of Brothers and Sisters for Whom Enrollment May also be Requested:

Name of Member _____

Member's Signature _____

Name of Member _____

Member's Signature _____

Name of Member _____

Member's Signature _____

Note: A copy of this signed form is to be kept in the file of each member enrolled in the program.