

Behavior Management Policy & Agreement

The Boys & Girls Club recognizes and respects children as people with unique feelings, values, and needs. We believe that positive reinforcement and behavior modification through consequences are effective methods of interaction, particularly when dealing with behavior problems.

Please *initial* on the lines below to show that you have read and understand the following policies and procedures. In addition, please *talk through* our behavior policy with your child.

The 3-R Rules

Children are **EXPECTED** to:

Respect the Staff (including volunteers) e.g. refraining from “talking back” to staff

Respect yourself and others: e.g. refraining from putting yourself down, or from hurting someone else’s feelings

Respect the Club: e.g. refraining from the destruction or stealing of club property

The following steps will be taken in the event of inappropriate behavior:

___ 1. A **Conversation** between the child and staff member to identify the problem and determine a possible solution
At this point, children are given a chance to explain what happened and to make a choice about what they should do next.

___ 2. **Removal/Loss of Privilege** from the activity (“chill time”). This allows the child to gain control of a difficult situation, think of alternate & positive ways of handling the situation, and/or writing or drawing a letter of apology. When a child is asked to be in “chill time” it is recorded in the chill time log. If a child is logged in *three times in one day*, a discipline report will be issued.

___ 3. When steps 1 and 2 have failed, or when a *dangerous* rule is broken, an **Incident Report** will be issued to the parents explaining what happened. All documentation will be filed and kept confidential. Club service projects (e.g. taking out recycling, organizing, cleaning) may also be given as a consequence. The accumulation of *three discipline reports in one month* can result in a *short-term suspension* (up to one week) and/or a parent/guardian conference.

___ 4. A **Parent/Guardian Conference** will occur when repeated behavior problems occur and/or when a behavior is dangerous to the child and/or other children. Parent(s)/guardian(s), the child, and staff will discuss the behavior and possible solutions. Future consequences for continued behavior and future rewards for improved behavior will be proposed, agreed upon, and documented at this time.

___ 5. **Suspension/Dismissal:** If the agreement is not upheld, or if a child receives *three discipline reports* in one month, another meeting will be held with the child, staff, and parents. At this time, a short term (up to 1 week) or longer term suspension will be required and a discussion as to whether this is the right program for the child will occur. If the suspension is not effective, the child will be dismissed from the program. **Refunds will not be given for suspensions or dismissals.**

___ 6. *****Dangerous/Violent Behavior:** if your child behaves in a way that puts him/herself, staff, or other children in danger (violent behavior, threats toward or striking staff, or running away from the Club or site) guardians will be called to **pick up their child immediately** regardless of previous behavior. Such behavior may warrant immediate suspension. If you or someone you designate cannot pick up your child immediately in such situations, we will not allow their continued participation in our program. If a parent cannot be reached, then for the safety of children and staff we may need to call the police as our staff are not allowed to restrain children. Guardians of the child will be required to pay all fees/damages incurred. After an incident, staff will then meet to determine if the child can return to the club.

I, _____, and my child have read, initialed, and agreed to follow all policies and procedures listed in the Behavior Management Policy of the Boys & Girls Clubs of Snohomish County. I have directed all questions about these policies to the Club.

Child Signature: _____

Parent Signature: _____ Date: _____

Club Policies & Agreement

Please indicate that you have read and understand the following information by initialing each line.

Child's name: _____ Date: _____

Transportation - School Year Van Policy Children's safety is our first priority!

- _____ Parents will let the Club know by 2 p.m. if their child does NOT need to be picked up.
- _____ If there is a last minute decision to pick up a child, the parent needs to find the van driver at the school to let them know—please have photo id ready.
- _____ After a first time reminder, if parents forget to contact the Club again there will be a \$20 charge each time.

Transportation - Summer Bus Policy Children's safety is our first priority!

- _____ On field trip days, children must be at the Club by 9 a.m. to guarantee a spot on the bus.
- _____ Once the attendance has been taken and children have gotten on the bus, late arrivals will not be allowed to get on.
- _____ There may need to be last minute changes of departure times and locations so a daily time schedule will not be given out.
- _____ Unless there is an emergency, children must be picked up at the Club and not field trip locations. Groups are usually back from field trips by 4 p.m.

Cell Phone Policy

- _____ Due to the importance of privacy and general issues with cell phones, it is required that all phones be put away (not visible) at all times.
- _____ If a child needs to make a phone call to their parents while with Club leaders, they need to ask the staff before calling. Club members may also use the Club phone to contact parents.
- _____ Taking pictures and video at the Club or Club events is strictly prohibited.
- _____ Members carry cell phone/electronic devices AT THEIR OWN RISK. The Snohomish Boys & Girls Club is NOT responsible for lost, stolen or damaged phones or electronic devices.

Toy Policy

- _____ Due to many issues (including: loss of toys, fighting over toys, broken toys) all toys (including cards) must be left at home! Electronics, Legos and balls may not be brought to the Club anytime.
- _____ The Boys & Girls Club will not be held liable if any items are lost, stolen or damaged.

Parent/Guardian Signature: _____

Club Policies & Procedures for Our Technology Program

Our goal is to create a professional environment where all students and staff members follow the policies and procedures. We must all be consistent and model the appropriate behaviors.

Computer Lab Rules:

1. No food, candy, or drinks in the lab.
2. No running or horse play.
3. Treat all equipment with respect
4. Leave the lab cleaner than you found it
5. Push in chairs when finished using the computers
6. No backpacks allowed in the labs

Student Behavior Expectations:

1. Follow all computer lab rules at all times
2. Follow staff directions
3. Be respectful to adults and peers at all times
4. Members will not visit inappropriate sites
5. Members will not respond to any unsolicited messages or web sites

Responsible Computer Use Guidelines:

The Boys & Girls Clubs of Snohomish County computer network and Internet access are available to members to enhance their experience and become literate in an increasingly technological world. The following guidelines apply to all users whenever they are using a Boys & Girls Clubs of Snohomish County computer lab.

Educational Purpose:

The technology program for the Boys & Girls Clubs of Snohomish County has been established for educational purposes limited to classroom activities, educational leaning games and activities, career development and independent scholastic research on appropriate sites. The technology program has not been established as a public access service or public forum.

Unacceptable Uses:

- No installing unapproved software
- No instant messaging
- No personal e-mails
- No accessing or downloading of inappropriate sites (any site that exhibits violence, sex, inappropriate language and or dress)

If a member accidentally accesses an inappropriate site please do the following:

1. Turn off your monitor
2. Raise your hand and tell the staff member about the problem.

Staff members will have to use sound judgment and discretion. If a staff member thinks in any way that a site is inappropriate, than it probably is.

Illegal Activities:

You will not attempt to gain unauthorized access to the Boys & Girls Clubs of Snohomish County network or to any other computer system through this network. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing". You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses. You will not use the network to engage in any illegal act, including but not limited to engaging in criminal activity, or threatening the safety of another person.

System Security:

You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify the Unit Director or any other staff member if you have identified or witnessed a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Inappropriate Language:

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You will not use unacceptable or disrespectful forms of communication. This applies to verbal, non-verbal and written language, diagrams, photographs, representations, videos or any other form of communication. You will not post information that could cause damage or danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassing is acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy:

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

Plagiarism and Copyright Infringement:

You will not plagiarize works that you find on the Internet. Plagiarism is taking ideas or writings of others and presenting them as if they were your own. You will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the requirements. If you have any questions ask any staff member.

Inappropriate Access to Material:

You will not use the Boys & Girls Clubs of Snohomish County to access material that is profane or obscene (pornography) that advocates illegal acts or that promotes violence or discrimination toward other people (hate literature). If you mistakenly access inappropriate information, you should immediately tell a staff member. This will protect you against a claim that you have intentionally violated this policy. An individual search will be conducted if there is reasonable suspicion that you have violated these guidelines or the law.

Disciplinary Actions:

Members who violate the Responsible Use Guidelines may be denied future Internet and/or network privileges for a specified period of time. They may also be subject to other disciplinary measures as set forth by staff from the Boys & Girls Clubs of Snohomish County. Immediate suspension or expulsion may result in any situation where, in the judgment of the staff, the safety of any individual is at risk.

As a parent or guardian of this child, I have read the Boys & Girls Clubs of Snohomish County Responsible Use Guidelines. I understand that access to the Boys & Girls Club networks and the Internet is designed for educational purposes and the Boys & Girls Club has taken precautions to educate members on appropriate educational materials. However, it is understood that no matter how much supervision and monitoring, the club staff can offer, there will always be the possibility of my child coming into contact with inappropriate material, and I will not hold the Boys & Girls Clubs of Snohomish County and club staff responsible.

I also give permission to the Boys & Girls Club to post pictures/videos of my child and/or their creative artwork on the Boys & Girls Club website or for use in promotional and marketing purposes.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____