This handbook provides policies and procedures for parents and guardians of Club members at the Boys & Girls Club of the Bemidji Area. Policies and procedures are not a contract and are subject to revisions without prior notice.

Your compliance with Club policies and procedures is important to help us to continue to provide high-quality, affordable youth programming in a safe and caring environment.

This handbook was created with input from Club staff, administrators, parents and board members.

Equal opportunity employer and program provider.
Welcome!

We are excited to welcome you and your child or teen as members of the Boys & Girls Club of the Bemidji Area.

Our Club is a 501(c)3 non-profit and has been serving youth in the Bemidji area since 2003. Through the generosity of community donors and Club families, we provide after-school and summer programming for youth ages 6-18.

Our mission is to inspire and enable all youth, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

We encourage your child to attend the Club as often as possible and participate fully in Club programming. Your child will find programs to help improve academic performance, develop healthful lifestyles and grow into caring, responsible citizens. We provide nationally-recognized programs that help youth build leadership skills, learn to resist risky behaviors, engage with their community and connect with peers and caring adults.

Please read this handbook carefully and keep it as a reference. We hope you have a wonderful year. Thank you for sharing your child or teen with us.

**GREAT FUTURES START HERE.**

Shelby Weckwerth

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**Organization:**
The Boys & Girls Club of the Bemidji Area (BGCBA) is a non-profit organization that provides youth development programs and educational opportunities to its members on a drop-in basis. The Club is not a licensed childcare program or fee-for-service program.

**Club funding:**
Club funding comes from a combination of individual and business donations, as well as private and public grants. It costs the Club more than $1,500 annually to serve one child. So, if you are able, please consider a tax-deductible donation to support the Club using the pledge form at the back of your membership application form. Or give online at bgcbemidji.org.

**College partnerships:**
We are fortunate to have a work-study partnership with Bemidji State University, Northwest Technical College and Oak Hills Christian College. Through this partnership, we employ about 20 work-study students, many of whom work in youth programming. The Club also offers internships, practicums and volunteer opportunities for college students and young professionals.

**Membership:**
Membership is open to all children, ages 6-18, regardless of race, socio-economic status, sexual orientation, religion or creed. Space will be limited for selected age groups; aspiring members may be put on a waitlist until space opens for membership.

**Eligibility by age:**
Members must be at least six years old and have completed kindergarten. Twelfth graders through age 18 may attend through the summer immediately following their high school graduation.

**Membership cost:**
- Annual registration, renewable every August, is a non-refundable $25 with a $75 maximum per family with three or more siblings who attend the Club. Family is defined as immediate family, not extended relatives.
- School year programmatic fees
  - School year program fee covers programming from September-May.
  - Youth in 1st-7th grade will be required to pay a non-refundable $100 program fee for the school year with a $300 maximum per family who have three or more siblings attending the Club.
- Summer programmatic fees
  - Summer program fees covers afternoon programming from June-August.
  - Youth in 1st-7th grade will be required to pay a non-refundable $65 program fee for the summer with a $195 maximum per family who have three or more siblings attending the Club.

**Financial Aid:**
No child will be turned away because of inability to pay for after-school or summer-afternoon programming. Financial aid forms are available at the front desk or by emailing Sara at bgcba.memberservices@gmail.com.

**New or renewing membership:**
- **Membership requirements:**
  - Complete and sign a membership application and waiver of liability form.
  - Pay a $25 annual registration fee and pay program fee if applicable.
  - Attend an orientation session with a parent/guardian.
- **Parent/guardian orientation:**
  - Every Club member and at least one parent or guardian must attend orientation prior to joining the Club and then attend annually at membership renewal.
  - No youth may become a Club member until orientation is completed by the youth and guardian even if another family member has already attended.
  - Orientation is offered Mondays at 5:30 p.m.
Membership information:
Information provided on the membership application form is critical to ensure the safety of your child. It is the responsibility of the parents/guardian to notify the Club of any changes to the contact information, the list of individuals authorized to pick up your child, etc., as soon as the change occurs.

Confidentiality:
Information obtained in the Club membership form will be kept strictly confidential. Information may be used as compiled data without personal identification to help the organization seek public or private funding. Please read and sign the Tennesen Warning Notice to ensure that you understand your rights.

Membership is a privilege:
Completing the Club membership application form and payment does not guarantee membership. The Club may require meetings or additional information prior to membership acceptance to ensure the Club has the capacity, facilities and professionals to meet the needs of the youth requesting membership. Once membership is accepted, families and youth must follow Club rules and guidelines. If a youth’s needs change or new information is disclosed, the Club will reassess its capacity to meet the child’s need.

Club hours:
Every day after school, M-F
Mights (1st-3rd grade) 2:40-6 p.m.
Juniors, Tween and Teens (4th-12th grade) 2:40-7 p.m.
2:40-3:50 p.m., healthy snack served daily
Summer hours, M-F
1st-12th grade 12:30-5:30 p.m.
12:30-1:15 p.m., healthy lunch served
3:00-3:40 p.m., healthy snack served daily

No-school days
1st-12th grade 12:30-5:30 p.m.
12:30-1:15 p.m., healthy lunch served daily
3:00-3:40 p.m., healthy snack served daily

The Club reserves the right to change its hours and days of operation. If changes occur, parents/guardians will be notified in advance.

General school year daily agenda:
Structured Programs 2:40-3:50 PM
Healthy Snack 2:40-3:50 PM
Age Group Meetings 3:50-4:00 PM
Educational “Power Hour” 4:00-4:30 PM
Specialty Programs 4:30-5:00 PM
Structured Programs 5:00-5:30 PM
Choice Time 5:30-6:00 PM

General summer daily agenda:
Healthy Lunch 12:30-1:15 PM
Structured Programs 12:30-1:15 PM
Large Group Game 1:15-2:00 PM
Specialty Programs 2:00-2:45 PM
Outside Movement & Play 2:45-3:30 PM
Healthy Snack 3:30-3:45 PM
Structured Programs 3:45-4:00 PM
Educational “Power Hour” 4:00-4:30 PM
Specialty Programs 4:30-5:00 PM
Structured Programs 5:00-5:30 PM

The Club will be closed for the following holidays and breaks:
• New Year’s Eve Day, New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and Christmas Day; and
• ISD #31’s winter break

Check the Club front desk, Facebook, bgcbemidji.org or enroll in the Club’s Remind App for information about closings, hours or special events.

Weather-related closings:
• The Club follows ISD #31 weather closings. If school is cancelled or dismissed early due to inclement weather, the Club will be closed.
• If after school activities are cancelled, the Club will remain open for the convenience of parents and safety of children, but only until 4 p.m.
Suspension or expulsion from school:
It is the responsibility of the parent or guardian to inform the Club unit director if your child or teen is suspended or expelled from school. Your child will not be allowed to attend the Club while suspended or expelled unless approved by Club administrators.

Age groups served:
Programs are offered in four separate age groups: Mights (1st – 3rd), Juniors (4th/5th), Tweens (6th/7th) and Teens (8th - 12th). Each age group participates in its own program space, although Tweens and Teens may sometimes be combined in one space.

Club cards:
• Every Club member receives a Club card, which could be required to play foosball and carpet ball, to check out board games, use a computer and be involved in some of our daily programs.
• Cards are kept at the Club where members pick them up upon entering the building and return them when departing.

Incentives:
• Club 52/105 rewards Club members for regular Club attendance. Earn a silver lanyard when you attend the Club for 52 days during the school year. After 105 days of attendance, you will earn a gold lanyard. Each level offers special perks.
• Be GREAT Cards will reward Club members for positive behavior and acts of kindness. Your Be GREAT card is located on the back side of your Club card and contains 50 boxes. When Club staff observe you being kind or helpful, using good manners or other positive behavior, they will mark a box on the back of your card.
• Be GREAT parties (Mights only): If a member earn 50 boxes on their Be GREAT Card by the end of the month, they will be invited to the monthly Be GREAT party. Honorees stay for an extra hour after closing for the celebration.
• Club’s PowerPoint store: Do homework, earn points and spend them at the Club store. Club members who participate in homework or tutoring sessions can earn Power Points to make purchases at the Club store.

Programs:
What we do every day helps improve the lives of children. All Club activities support youth development in at least one of three key program areas:

Academic success to help youth achieve academic goals, stay in school, explore career interests, learn new skills and consider post-secondary education options.
• Project Learn engages Club members in tutoring, homework help, service projects and fun learning activities.
• Tutoring, ages 6-18, trained tutors work with Club members in specific subject areas.
• Bemidji Area Reading Canines ages 6-12, read aloud to a specially trained dog to help youth build confidence in their reading skills.
• Money Matters, ages 13-18, builds basic personal money management skills, including budgeting, saving and investing.
• National Fine Arts, ages 6-18, encourages artistic expression through drawing, painting, printmaking, photography, collage, mixed media, and sculpture.
• STEM/Technology Lab, ages 6-18, builds digital literacy by teaching kids how to use basic software and be safe online.
Healthy lifestyles to help youth engage in positive behaviors that nurture well-being, set personal goals and grow into self-sufficient adults, including daily physical activity, healthy food choices, and an appreciation for the outdoors.

- **Triple Play** activities promote a healthy mind, body, and soul.
- **Healthy Habits**, ages 6-18, incorporates healthy living and active learning in every part of the Club experience with an emphasis on good nutrition, regular physical activity, and improving overall well-being.
- **Club greenhouse**, ages 6-18, on-site greenhouse engages youth in gardening, including cultivation and harvesting, planning healthful meals and snacks, and selling fresh produce to area businesses and the Bemidji School District.
- **Laketrails**, ages 13-18, introduces up to 15 teen Club members to the wilderness with an eight-day canoeing adventure on Lake of the Woods.
- **SMART Moves**, ages 6-18, helps youth resist the use of alcohol, tobacco and other drugs.

**Character and leadership** to empower youth to become engaged in the Club and the community, sustain meaningful relationships, respect one another, and participate in the democratic process.

- **Million Members, Million Hours**, ages 6-18, focuses on a variety of events that provide opportunities for youth to engage as volunteers in the community or at the Club.
- **Youth of the Year**, ages 14-18, every year our Club recognizes a teen Club member who exemplifies excellence in service to the Club, commitment to community and family, academic success, strong moral character, life goals and public speaking.
  - Youth of the Year, established in 1947, is the Boys & Girls Club of America’s premier recognition program for Club members. Striving to achieve the award helps youth build character, community engagement and leadership. Each month, we recognize one Youth of the Month and in April select our Club’s Youth of the Year, who then competes at the state level.
  - Our local winner receives a $1,000 scholarship and then competes in St. Paul with other candidates throughout the state. The competition includes a three-minute presentation followed by one-on-one interviews with local and state judges. The state winner receives a $10,000 scholarship and the opportunity to compete for the Midwest Region Youth of the Year. Five winners each receive a $10,000 scholarship and advance to the national level in Washington, D.C.
  - The National Youth of the Year receives up to an additional $50,000 in scholarships and is installed by the President of the United States.

**Surveys**

Club members, ages 9-18, will be surveyed each spring about their behaviors, skills and attitudes, as well as their Club experiences. We use a variety of survey instruments, including the Boys & Girls Club of America’s Youth Development Outcome Measurement Took Kit. In addition, Club members take pre and post-tests after participating in some Club programs to help assess the program effectiveness.

**Field Trip Guidelines**

Information about field trips will be posted at the front desk or sent home with Club members. For large-group field trips that include an entire age group, you may be asked to complete an “opt-out” form if you do not want your child to participate. For all other trips, you must sign up in advance to participate.

Examples of field trips include visits to area parks, educational outings, bike trips, visits to the Science Center or off-site events to thank Club donors or sponsors. All field trips will be supervised by Club staff and volunteers.

Field trips are a privilege. Participation is at the discretion of Club staff even when permission has been given by a parent or guardian. A Club member who does not follow Club rules will not be allowed to make a field trip.

For an overnight trip, such as Youth of the Year, staff and youth will stay in separate rooms but on the same floor and in proximity for supervision. Parents or guardians may arrange for other accommodations at their own expense with prior approval from Club administrators. In the rare event that an overnight trip involves more than one youth, sleeping accommodations will separate youth by gender and similar age groups, and Club staff will sleep in a separate area.
Club Transportation to/from destinations:
Club policy prohibits staff from transporting Club members in personal vehicles. Club members may be transported by the Club van, Paul Bunyan Transit, Bemidji Bus Lines or a vehicle rented for Club purposes. All occupants must wear a seatbelt, including a shoulder belt. Members who are not yet in 3rd grade must use a booster seat. The Club’s discipline policy applies for all transportation. Violations may result in suspension or loss of riding privileges.

Transportation to the Club:
The Club contracts for services with Paul Bunyan Transit and uses its Club van to transport elementary children after school. Availability is limited and arrangements must be made in advance. Please complete the Club’s Transportation Form available at bgcbemidji.org and at the front desk. For more information or to be added to the waiting list, contact Sara Collins, member services assistant director, bgcba.memberservices@gmail.com.

IMPORTANT: You must attend an annual Club orientation session and have a completed and signed membership application form and Transportation Form on file at the Club for your child to ride the Club van or take Paul Bunyan Transit.

- Transportation options:
  - From Central Elementary: M-F
  - From Gene Dillion: The Club will arrange with ISD #31 to have your child take the bus directly to the Club M-F. Only registered Club members who have signed up for bussing to the Club may ride the bus. Space is limited.
  - From Bemidji Middle School: You may arrange with ISD#31 to have your child take the bus from the Middle School to JW Smith and then walk to the Club.
  - From Schoolcraft Learning, Voyageur Expeditionary, Trek North, St. Philip’s and other non-public schools, please contact ISD#31 Transportation Office for availability at 218-333-3225.

Departing the Club:
In the interest of safety, the Club follows a Safe Passage Policy to protect children as they depart from the Club. Please review this Safe Passage Policy below with your child and make appropriate arrangements for picking up your Club member.

Picking up your child:
- You must enter the building to sign your child out at the front desk.
- Only individuals authorized by you in writing will be allowed to sign out your child.
- Front-desk staff will page your child who will retrieve his/her belongings and meet you in the entryway.
- IMPORTANT: Club members are not allowed to “hang out” on Club grounds, in front of the building or in the parking lot. Tweens and teens who are waiting for rides must remain in the lobby.

Safe Passage Policy:
- Members under the age of 12 must be escorted from the Club by a parent, guardian or other authorized adult unless providing written permission stating otherwise.
- Members age 12 and older may leave the Club unescorted with written permission from a parent or guardian and a signed release of liability.
- Members 12 and older may also escort other members of their household from the Club provided that a parent or guardian has given written permission.
- No member, regardless of age, will be allowed to return to the Club once they leave the premises for the day without a parent/guardian signing the member in and out.
- Members who leave unescorted without permission will face disciplinary actions up to and including suspension and termination of membership.
Late pickups:
• The Club day ends promptly at 6 p.m. for members in 1st-3rd grade, and 7 p.m. for members in 4th-12th grade, during the school year. In the summer and on no-school days, the Club day ends at 5:30 p.m. You must pick up your child on time.
• A $10 fee will be assessed for any late pick-ups. The fee increases to $20 for any late pickups that exceed 15 minutes.
• If your child has not been picked up within 15 minutes after we close, we will call the numbers of authorized individuals who you have listed on your membership application form.
• If we have not reached an authorized individual within 30 minutes, we will call law enforcement to pick up your child.
• All late fees must be paid within seven days to maintain active membership status.

Arriving at the Club:
Book bags, backpacks, coats, hats, toys and personal electronics, etc. must be signed in at the front desk when Club members arrive. Cell phones must also stay behind the desk for 1st-5th graders. 6th-12th graders will bring their personal belongings to their areas with them.
• All Club members who attend regularly will be assigned an identification number to store and retrieve their belongings when arriving and departing the Club.
• Club members must sign in each day upon arrival.
• Members without an assigned number, must sign in by first and last name. An identification number will be assigned.
• Members can take homework and reading materials from their backpacks, but all other items will remain at the front desk.
• Only staff are allowed behind the front desk to store and retrieve member’s belongings.

The Club is not responsible for members who are not properly checked in at the front desk. Members should not be dropped off on Club grounds when the Club is not open.

Personal property:
• The Club is not responsible for damaged, lost or stolen items.
• Members are encouraged to leave personal belongings at home, especially toys, electronics, trading cards and stuffed animals and candy.
• Any personal belongings brought to the Club by 1st-5th grade members must be left at the front desk at check-in and retrieved when your child checks out.
• Firearms and weapons of any kind are prohibited. Law enforcement may be involved if deemed necessary by Club leadership.
• Any personal property that remains after closing will be placed in lost-and-found in the front entry.
• Unclaimed lost-and-found items will be cleaned out at the end of the month and donated to charity.

Electronics Policy for Club members:
Definition: Including but not limited to personal cell phones, hand held gaming consoles, and other personal devices, as well as Club computers, tablets and gaming systems, televisions and other electronic devices.

• The Club reserves and will exercise the right to review, audit, intercept, access and disclose all matters on personal device(s) and the Club’s electronic devices, e-mail & internet systems at any time, with or without notice and that such access may occur during, before or after Club hours.
• The Club may purge electronic files on Club-sponsored electronics at any time, without notice.
• Club members will not make purposeful effort to subvert the intent of the Club or other institution’s security measures, such as bypassing, hacking or changing content filters, firewalls, security programs or passwords.
• Club members understand and will abide by laws regarding lawful and ethical obtaining, use and dissemination of electronic data and media, and will comply with those laws while using all electronic devices at the Club.
• The use of any electronic devices for the procurement, creation, or distribution of materials and information that are bullying, harassing, threatening, obscene, defamatory, proprietary, pornographic, illegal or unethical, including through social media, will result in immediate disciplinary action.
• All rules apply to the use of a personal device at the Club and members may be asked to disclose access to that device if there is reasonable suspicion they have used that device to violate Club rules, policies or laws while participating at the Club.
All Club members with personal devices are required to abide by the following Club rules:

- **Mights (1st-3rd grade)** must check personal devices at the front desk along with any other personal belongings. They are prohibited from using personal devices at the Club.
- **Juniors (4th/5th)** must check personal devices at the front desk along with any other personal belongings. They are prohibited from using personal devices except at limited time blocks when they are allowed to check them out from behind the desk.
- **Tweens and teens (6th-12th grade)** may carry personal devices with them but are prohibited from using personal devices except at designated times.
- **Club members** are prohibited from using the camera functions on their personal devices while at the Club. This includes taking selfies and/or photos of other Club members and photos sharing applications.
- **Members who misuse their personal devices at the Club** may be required to check them in at the front desk with supervisory staff or lose the privilege of having a personal device while at the Club.

**Games and movies:**
Games and movies selection will follow age appropriate ratings for each age group.

**Phone calls at the Club:**
- Club members will not have access to Club phones unless it is an emergency.
- Make any necessary arrangements before your child arrives at the Club.
- If a parent/guardian calls to speak with their child, the staff will take a message and relay it to the child. If you need to speak with your child because of an emergency, please notify staff.

**Illness:**
- If your child misses school due to illness, he/she is not permitted to attend the Club that day.
- If a youth arrives ill or becomes ill while at the Club, the parents or guardians will be notified, and immediate pickup is required.
- Do not bring youth to the Club if he/she is ill or has been ill earlier in the day.
- The Club follows ISD#31 “Illness and Keeping Your Child at Home” guidelines as available on their website at [http://www.bemidji.k12.mn.us/parent/health-services/illness-keeping-your-child-at-home/](http://www.bemidji.k12.mn.us/parent/health-services/illness-keeping-your-child-at-home/) and as shown below:

  - **Fever**: If a student has a temperature of 100 degrees or more, parents should keep their children home. If they have 100 degrees or more fever at school, parents will be called to come to pick up their child. They need to be fever-free for 24 hours before returning to school. Tylenol, Ibuprofen, and other similar medications will bring a fever down, but it does not mean that the child is still not sick. **They need to be fever free without taking medication for 24 hours.**
  - Often temperature rises during the day. A slight fever in the morning will get much higher by noon. Often with a borderline temperature (99-100), kids might feel quite ill. Use your judgment about sending them when their fever is less than 100.
  - **Vomiting and diarrhea**: Keep them home! Vomiting and diarrhea are not considered “normal”. Often children will feel better after vomiting, but will quickly become ill again. Keep them home until they are free of symptoms for at least 24 hours after the last episode of vomiting and/or diarrhea.
  - **Antibiotic treatment**: If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc., keep them home until they have been on the antibiotics for 24 hours. The exception would be for pertussis (whooping cough). They need to stay home for 5 full days of antibiotic treatment before returning to school. If they are going to continue on antibiotic treatment at school, be sure to follow the school’s medication policy. Please follow your doctor’s orders for antibiotics. Stopping them when the child feels better may cause the child to become sick again. Giving them for the entire time the doctor prescribes will help insure that the infection has been treated.
  - **Chicken pox**: Students with chicken pox need to stay home until all of the pox marks have scabbed over generally 7 days. If the student gets chicken pox from the vaccine, it is usually a mild case. But they still need to stay home until the pox marks are all scabbed over.
  - **Pink eye**: Students could have either viral or bacterial pink eye. Bacterial pink eye needs to be treated with antibiotics-usually eye drops-for 24 hours before returning to school. No exclusion is necessary for viral pink eye, but only a doctor can diagnosis whether it is viral or bacterial.
• **Head lice:** Once children with head lice have been treated and had the nits carefully removed from their heads, they can return to The Club. When they return, parents are to bring them to the health office to have their heads checked before going to class. They will be examined again at intervals to make sure no head lice were missed.
  - Head lice are very treatable. Everyone in the family and close contacts should be checked for head lice and treated if found. Many different treatment methods are available. Pamphlets on treatment are available in the school health offices or contact the district school nurse.
  - Bemidji School district allows only 2 days absence for treatment of head lice. Many parents are able to treat the children and return them the next day.
  - Head lice are a bother, but in the scheme of things, temporary. Anyone can get head lice, although head lice do not jump from one person to another. Encourage your children not to share combs, brushes, hats, headbands, or other hair clips.
  - Please notify Club staff if your child has/had lice so that The Club can take appropriate measures to limit the spreading of lice.

• **Keeping healthy:** During the season of flu and colds, it is important to try to remain as healthy as possible. Adequate sleep and nutrition will help. Keeping sick children home when they are ill will prevent others from becoming ill. Encouraging good, frequent hand washing is vital.

**Infestations or contagious conditions:**
Any suspected transferable infestations or transmittable contagious conditions will be addressed as follows:
- The parent or guardian will be contacted immediately to remove the child from the Club facilities.
- Proof of treatment from a healthcare facility or receipt of medication purchased will be required prior to the child being allowed back into the Club facility.
- Other Club parents/guardians will be notified upon confirmation of condition via the front desk and/or Remind App.

**Medications:**
- The Club is not permitted, by policy, to dispense, store and/or oversee the use of medication of any kind, including non-prescription medications.
- Parents and/or guardians must come to the Club to administer any required medications to their child. If your child is responsible for taking his/her own medication, a parent/guardian must sign a medical release form found at the front desk.
- Members may bring an epi-pen, if needed, to the Club. It must remain in their backpack at all times. Staff are not permitted to dispense this medication to a youth. Members may administer themselves if an emergency occurs.
- Members who use an inhaler may have them on them at the Club. If this member is attending a field trip they must have an inhaler with them.
- If your child’s medication is changed, please notify Club staff so that we are better able to support your child.

**Medical emergencies:**
In a life-threatening situation, the Club will call an ambulance first and then the child’s parent/guardian. The Club is not responsible for the costs of any medical attention or treatment.

**Child abuse and reporting:**
Club employees are mandatory reporters. Any staff member who suspects that a child may be abused or neglected is to immediately report to the Department of Social Services or law enforcement.

**Fraternization policy:**
Club staff are prohibited from socializing with Club members while off duty -- including dating, or pursuing romantic or sexual relationships – online, at the home of a Club member or the home of a Club staff member. Staff are prohibited from scheduling activities with Club members outside of the Club hours except for Club-sponsored activities.
**Babysitting or caregiving services:**
Club staff are prohibited from babysitting for Club members (for pay or volunteer service) or providing other caretaking services for Club families.

**One-on-one policy:**
Interactions between Club members and staff or volunteers (including board members) shall be supervised or take place in public spaces where other Club members, volunteers or staff are present. If a one-on-one meeting with a Club member is required, the meeting shall take place in an area where other staff and/or Club members are present or in direct line of sight of other staff or volunteers. Exceptions must be pre-approved by Club administrators.

**Member dress code:**
Members should dress in appropriate attire that allows them to participate fully in various areas of the Club. Clothing shouldn’t be too revealing, limit or endanger members in Club activities, and/or advertise illegal, profanity or other inappropriate things. Club leadership will use their discretion to determine if clothing is inappropriate for the Club. Staff will attempt to find an alternative clothing option from reserves or lost & found, however Club members may be sent home.

**Severe weather:**
When the National Weather Service issues a severe weather warning, the Club will execute its severe weather plan. When the Club is on lockdown for a tornado warning, the Club is not allowed to let a child leave, but a parent/guardian may enter.

**Fire procedure:**
Club staff are trained for emergency fire evacuations. Periodic fire drills will be held during Club hours. Parents and guardians are encouraged to participate if you happen to be at the Club. The Club’s meeting location in a fire emergency is the field directly to the west of the Club along the 16th Street fence. Club members must follow the sign-out procedures before departing the Club following a fire drill or fire emergency. Do not take your child/teen offsite during a fire drill or fire emergency.

**Emergency preparedness plan:**
In the event of an emergency or hostile intruder, Club staff have been trained to follow the ALICE procedure – Alert, Lockdown, Inform, Counter and/or Evacuate. If a Club member, staff member or volunteer is threatened, staff will take whatever steps possible to de-escalate the situation.

**Drug and alcohol-free workplace:**
The Club is a drug and alcohol-free workplace. The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol or prescription medication without a prescription on Club property is prohibited. This includes Club members, staff, volunteers, parents, guardians and guests. The Club reserves the right to enforce its drug and alcohol-free policy, including inspection and/or search of personal property on Club grounds.

**Photographs and videos:**
The Club reserves the right to use photos and videos of Club members for Club promotional and marketing purposes.

**Restrooms:**
Club members should use the restrooms designated for their age group. Club staff restrooms are separate from Club members. The Club does not provide public restrooms during Club hours. Restrooms are monitored by staff, including walk-throughs, inspections and use of open-sight lines while maintaining privacy.
Bathroom rules:
- Ask a staff member for a bathroom pass before using the restroom.
- One person per stall and no more than three people in the restroom at one time.
- No horseplay. All Club rules apply for appropriate behavior.
- No loitering.
- Wash hands after using restroom.
- Respect the privacy of others.

General Club rules:
- Be honest and respectful.
- Cooperate with staff and follow directions.
- Wear shoes and shirts.
- Walk in the Club. No running please.
- Keep hands, feet and any objects to self.
- Use positive language and gestures.
- Follow the law. Do not use any tobacco, alcohol or other drugs.
- Take good care of the facility and equipment.
- Clean up after yourself and throw waste in the garbage.
- Ask a staff member for a bathroom pass before using the bathroom.
- Eat and drink only in the canteen areas or in the community room.
- Never bring a firearm or weapon to the Club.
- Never show gang signs or symbols at the Club.
Member Code of Conduct:
Club members pride themselves on a high standard of behavior that demonstrates respect for peers, staff, volunteers and guests. When children need redirection, Club staff will use “teachable moments” followed by consequences. Please review this Code of Conduct with your child or teen.

Teachable moments
Club staff will use teachable moments to remind Club members of appropriate behavior and choices. Staff will take corrective action once a member reaches three teachable moments in one day or five teachable moments within a five-day week. Teachable moments may include, but are not limited to behaviors such as:

- Using inappropriate language
- Repeatedly running in the Club
- Eating outside of the Canteen
- Showing disrespect toward others
- Entering an unsupervised program area without permission
- Misusing Club equipment
- Failing to follow bathroom rules and policy
- Misbehavior on Club transport

Consequences:
- Three teachable moments in one day: The member will be immediately dismissed from the Club for the remainder of the day and/or possible additional days. Club staff will call a parent/guardian meeting.
- Five teachable moments within a week: The member will be immediately dismissed from the Club for the remainder of the day and/or possible additional days. Club staff will call a parent/guardian meeting.
- Consequences will continue to become more significant if the Club member continues to make poor choices. Staff will also call a parent/guardian meeting to develop a success plan to help the youth succeed while attending the Club.
- When a member engages in more serious behaviors such as bullying, physically harming an individual, substance abuse, etc., the result is an automatic suspension as outlined in the Club’s Discipline Policy. Staff will complete an incident report and schedule a meeting with the parent/guardian. If another Club member is involved or injured in the incident, the victim and perpetrator will both receive incident reports.

Zero tolerance for bullying:
Bullying by a member or group of members will result in an automatic suspension as outlined in the Club’s Discipline Policy. Prior to readmission, parents and their Club member may be required to meet with Club staff to ensure that this behavior does not reoccur. If you suspect that your child has been bullied, PLEASE REPORT it to Club staff immediately and encourage your child to do the same so that staff can intervene.

What Is Bullying?
“Is it Bullying?” poster:
- When someone says or does something unintentionally hurtful and they do it once, that’s rude.
- When someone says or does something intentionally hurtful and they do it once, that’s mean.
- When someone says or does something intentionally hurtful and they keep doing it – even when you tell them to stop and show them that you’re upset – that’s bullying.

Bully prevention strategies
Club members will have the opportunity to learn more about bullying and how to prevent it through the following programs and discussions:

- What do they do if it’s happening to them?
- What do they do if it’s happening to a friend?
- What do they do if it’s happening to someone they don’t know?
- What do they do if their friend is being the bully?
- ‘Is it Bullying?’ poster in all areas of Club
- Role playing scenarios
- Respect lessons and activities
- BGCA National program: Be A STAR
**Discipline Policy:**
The following schedule outlines disciplinary actions that will be taken when a Club member engages in more serious behaviors beyond minor lapses in upholding the Code of Conduct. Consequences are weighted by age and the severity of the behavior. These consequences apply to behavior on Club property, in Club vehicles (including non-Club buses) and at all Club-related events on or off-site.

This policy provides a fair and consistent approach to most situations, but it is not intended to address every possible scenario. The Club reserves the right to impose whatever consequences it deems most appropriate in any given situation.

The discipline schedule renews in September for the school year and in June for the summer session.

<table>
<thead>
<tr>
<th>Behavior</th>
<th>1st offense</th>
<th>2nd offense</th>
<th>3rd offense</th>
<th>4th offense</th>
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<tbody>
<tr>
<td><strong>Physical Violence/Aggression</strong></td>
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<tr>
<td>1st - 5th graders</td>
<td>5 days</td>
<td>10 days</td>
<td>15 days</td>
<td>20 days</td>
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<tr>
<td>6th - 12th graders</td>
<td>5 days</td>
<td>10 days</td>
<td>15 days</td>
<td>20 days</td>
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<tr>
<td><strong>Weapons / Sexual Violence</strong></td>
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<tr>
<td>1st - 5th graders</td>
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<tr>
<td>6th - 12th graders</td>
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<tr>
<td>Unit and Executive Director will decide on further consequences</td>
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<tr>
<td><strong>Bullying</strong></td>
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<tr>
<td>1st - 5th graders</td>
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<tr>
<td>6th - 12th graders</td>
<td>5 days</td>
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<td>15 days</td>
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<tr>
<td><strong>Insubordinate/Disrespectful</strong></td>
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<td>1st - 5th graders</td>
<td>2 days</td>
<td>3 days</td>
<td>4 days</td>
<td>5 days</td>
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<tr>
<td>6th - 12th graders</td>
<td>5 days</td>
<td>7 days</td>
<td>9 days</td>
<td>11 days</td>
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<td><strong>Damage/Destruction of Club or person property</strong></td>
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<td>1st - 5th graders</td>
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<td>4 days</td>
<td>5 days</td>
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<tr>
<td>6th - 12th graders</td>
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<td>7 days</td>
<td>9 days</td>
<td>11 days</td>
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<tr>
<td><strong>Substance/Tobacco use</strong></td>
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<td>1st - 5th graders</td>
<td>5 days</td>
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<tr>
<td><strong>Technology/Telecommunication misuse</strong></td>
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<td>1st - 5th graders</td>
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**Success Plan:**
If your child has an IEP or 504 Plan at school, medical needs, behavioral challenges or other needs, please contact the Club’s unit director prior to sending your child to the Club. Club staff will schedule a meeting with you to review needs and create a Success Plan to help your child have a positive and successful experience at the Club. At least one parent or guardian must attend this planning session. If the Club determines that it is unable to meet your child’s unique needs, Club staff will help you explore other services that may be appropriate.

A Success Plan session may also be required if your child is struggling to function in the Club setting or follow Club rules.

**Parent Code of Conduct**
Parents and guardians are important partners in a successful Club experience. As a parent or guardian, we ask that you:

- Follow all Club policies and procedures and ask questions about anything that is not clear to you.
- Be respectful of your child(ren), Club staff, volunteers, members and other Club parents.
- Be courteous and use appropriate language when interacting with Club members, staff or volunteer at the Club or at any Club-related function.
- Contact the Club’s unit director about any concerns involving your child or another Club member. Do not approach any Club member, other than your own child, to address disputes or disagreements between Club members.
- Respect the confidentiality of others. Do not ask Club staff to discuss details regarding any child other than your own.
- Contact Club staff if you have any concerns about your child at the Club or believe that your child is involved in bullying or has been the victim of bullying.

The Club reserves the right to ban from the Club premises any parent or guardian who fails to uphold the Parent Code of Conduct.

**Parental Involvement**
The Club encourages parents to be involved with their child’s Club experience. The Club will host a variety of events that are open to parents, guardians and guests. We hope you will attend. Information about special events will be posted at the front desk and/or promoted on social media, the Club’s website, through the Remind app and occasionally with phone calls.

**National hotline for safety:**
If you have safety concerns with the Club that you wish to share anonymously, please call the See it Say it Hotline provided by the Boys & Girls Club of America at 866-607-SAFE.

**Exceptions:**
Exceptions to rules and policies may be made at the discretion of Club leadership. For more details on policies contact Impact & Administrative Director, Karl Mork at kmork@paulbunyan.net

**Emergencies, questions & concerns:**
- Sara Collins, member services assistant director, bgcba.memberservices@gmail.com
- Might: HollieAnn Schnitzler, healthy lifestyles assistant director, bgcba.health.ad@gmail.com
- Juniors: Morgan Morganstern, academic success assistant director, bgcba.academicsuccess@gmail.com
- Tweens/teens: Nathan Brasel, good character & citizenship assistant director, bgcba.goodcharacter@gmail.com
- Shelby Weckwerth, unit director, sweckwerth@paulbunyan.net
- Andrea Ohnstad, executive director, aohnstad@paulbunyan.net

**Club Contact Information:**
Phone: 218-444-4171
Website: www.bgcbemidji.org
Physical Address: 1600 Minnesota Ave.
Mailing Address: P.O. Box 191

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