



Club Handbook

Dear Parent/Guardian,

Great Futures Start Here at the Boys & Girls Club! We believe that ALL of our Members have the potential to BE GREAT and we make this possible by living our mission each and every day. We want to welcome your child to the Club and want you to know that we take the responsibility of working with your child very seriously. We want all of our Members to be prepared to make an impact in the world when they grow up and leave home.

Thank you for allowing your child to join the Club and please feel free to contact us if you have any questions.

Club Programs

The Club strives to help all of our Members in the following areas: **Academic Success, Good Character & Citizenship and Healthy Lifestyles!** Each and every day staff designs a program schedule that is full of exciting activities. All Members receive a snack each day at the Club!

Sports, Fitness and Recreation: Developing fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills. Members participate in daily indoor and outdoor sporting activities that teach good sportsmanship and teamwork.

The Arts: Enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing. Members are given the chance to participate in daily Arts and crafts projects, music appreciation, digital art instruction and more.

Health and Life Skills: Developing young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

Education & Tutoring: Enabling youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology.

Additional help for students is available to help them successfully navigate any courses of concern. Support is available for Members in completing homework, studying for tests and working on school projects.

Character and Leadership Development: Empowering youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others cultural identities.

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These are the **five keys** we employ to ensure your children are having a top notch experience at our clubhouse:

1. **Safe, Positive Environment:** Club staff, facilities, programs and age-appropriate settings create stability, consistency and a sense of physical and emotional safety for members.
2. **Fun:** Clubs generate fun for members. Members develop a strong sense of belonging through connections they establish with staff and peers.
3. **Supportive Relationships:** Club youth develop meaningful relationships with adults and their peers.
4. **Opportunities and Expectations:** Club youth acquire physical, social, technological, artistic and life skills. Our Club encourages members to develop moral character and behave ethically. Our staff establishes and reinforces high expectations and helps young people to do well in school and pursue a post-secondary education.
5. **Recognition:** We recognize and support young people's self-worth and accomplishments.

Responsibilities for Members

- Follow the BE GREAT AGREEMENT and be respectful!
- Participate in ACADEMIC Core / POWER HOUR and other programs.
- Have fun!

Responsibilities of Parents or Guardians

- Be involved. Attend Program functions: ask questions: understand the Club's methods.
- Communicate with the staff.
- All Members are to arrive at the club immediately after school, by bus, parental drop off, otherwise; the Member may be denied into the Club.

Responsibilities of Staff & Volunteers

- Treat all Members as individuals.
- Provide an atmosphere that is conducive to learning.
- Provide all Members with instruction at their appropriate levels.
- Provide a safe, positive, fun environment.
- Help Members learn to solve their own problems.
- Give 100% every day to the job and to the kids who are at the Club!

Club Policies

Pick Up/Drop Off:

Students attending BGCM daily can be bused directly to club with a completed transportation form from the Massena Central School District's transportation department (forms are available at BGCM and at individual schools). Students who attend Jefferson and those students taking transfer buses to Jefferson will meet in Jefferson's cafeteria and will be walked up the hill to BGCM by Club staff. All elementary students (without change in transportation forms) must take transfer bus to Jefferson Elementary school. Parents will be required to send a signed note in each day they wish to attend Club. Space on transfer buses is available on a

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first-come, first-served basis. Middle School and High School students can take early or late transfer buses afterschool to Jefferson or E. Orvis/Bayley and walk to the Clubhouse. Once a student leaves Club property, they are not permitted to come back to Club (unless there is an event scheduled at Club later that night). CPO will make all determinations on intent of exit and return.

Parents will need to provide transportation after the Club. Club members are required to have transportation by 6 pm (walkers must have signed permission from guardians). Elementary students must have an approved adult come in and sign them out. Only adults on our approved list will be allowed to pick up students. Parents can send in a signed note with changes, or call the CPO/or staff directly.

Bus Riders:

Members are to follow the transportation department Rules and Expectations. Any incidents that happen on the bus are to be reported to the CPO/Program Director.

Reminder – Tobacco Free/Drug Free Zones:

The Club strictly enforces a no tobacco or drug/alcohol policy. That includes the Club’s facility and our property (including sidewalks, parking lots, lawns, outdoor rec areas, etc.).

Non Discrimination Statement:

Boys & Girls Club of Massena does not discriminate on the basis of race, color, national origin, sex/gender, sexual orientation, age, religion, nor physical or mental disability in their programs, services, policies, hiring practice and administration.

Harassment:

BGCM policy regarding harassment prohibits all Members from saying or acting out any language, gestures, or actions that cause harm or insult to others based on gender, race, ethnicity or other reason.

Dress Code:

Shoes must be worn at all times. Clothing, jewelry and other personal items (backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive: which bear drug, alcohol or Tobacco Company advertising, promotions and likenesses; or which advocate racial, ethnic or religious prejudice.

Clothes shall cover all undergarments at all times. Skirts, dresses and shorts must be mid- thigh, or have a 3-inch inseam.

Electronics:

Cell phones are allowed at the club, but must be turned down so as not to distract others. Ringtones must be appropriate for a school environment. No profanity and no suggestive sayings.

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Closed Campus:

BGCM is a closed campus. This means you are never permitted to leave the club grounds unless you have an Early Release Contract that is current, or have a signed note from a parent or guardian. All Members are required to have transportation home by 6 PM. Walkers must have a signed permission from parent or guardian. Staff will call parental number on file if needed to verify situation.

Health Policy:

If a Member is sick, they are encouraged to stay home. Members must be fever free for 24 hours without the use of any fever reducing medicine prior to returning. Members who become ill or injured at the club should report it immediately.

Medication taken at the Club:

BGCM has a Medication Distribution/Consent Form that must be filled out by the parent/guardian and the Health Care Provider. All medications are to be in a locked safe/cabinet with the signed consent forms.

Lice:

BGCM is a "Nit Free" organization. No eggs, no nits. If a member is sent home for having lice, he/she may not return until they are nit free. Daily checks for a week after the infestation will be mandatory as a preventative.

Lost and Found:

The Club will have a designated Lost & Found box in the CPO's office. Any unclaimed items at the end of the year will be donated to local charities.

BGCM Color Codes Breakdown:

Green Level

- "Action that needs to be noted" *Redirection*
- Phones
- Minor – Being defiant notations
- 1st offense write-ups
- 3 "Green Level" write-ups in a month = Yellow

Yellow Level

- Member may need redirection by CPO
- Multiple Offenses
- Cussing (not F-word)
- Small Confrontations, Minor Bullying
- Being Defiant
- 2nd offense write-ups
- 2 - 3 "Yellow Level" write ups = RED



Red Level

- **MUST NOTIFY THE CPO**
- "Suspension Worthy"
- Bullying
- Leaving Campus
- 3rd offense write-ups
- Unsafe for Members or Staff
- Fighting, F-word
- Drugs, Combative Behavior
- Stealing, Bodily harm or Vandalism

Disciplinary Actions Taken:

- All incidents resulting in a call home or suspension are reported to the CPO.
- All incidents resulting in suspension must have an incident form filled out: 1 copy for member's file, 1 copy to parent/guardian, and must be entered into BGCM's Member tracking/Visions database.
- Member's Guidance Actions are determined by severity and quantity. Any member with a significant number of behavioral guidance's will NOT be granted scholarships, or field trip permissions.
- Any member that receives a disciplinary write up, will lose Lounge and Computer Privileges (number of days determined by number of write ups).
- Any member participating in a BGCM Program that receives multiple write ups may be denied participation privileges.

Behavior Contract:

When it becomes necessary for a Member to be placed on a Behavior Contract, a mandatory parent meeting is to be held with the CPO /Program Director. The member's Handbook is reviewed, along with the "Be Great Agreement," and the "Behavior Contract." If the member violates the contract, he/she could be SUSPENDED or EXPELLED from the Club. If allowed to return to the Club and the behavior continues, the Member could be expelled indefinitely, as determined by the CPO.

Conclusion

The Club must be a safe and positive place for all of our members. It is the job of staff to ensure this happens, and the expectations we have for our staff and our members are high. Thank you for joining our Club, and for being a part of the GREAT things that are happening here.

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