

# Boys and Girls Club of the Greater West Plains Area

## Member Code of Conduct

The Boys & Girls Clubs of the Greater West Plains Area's (BGCWP) mission is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens. With the mission in mind, BGCWP has developed this Code of Conduct to clearly communicate the behavioral expectations necessary for maintaining a safe and positive environment. Our Code of Conduct was developed to help your child reach their full potential as a productive, caring, and responsible citizen of our clubhouse. This code defines the responsibilities and rights of club members attending The Boys & Girls Clubs of the Greater West Plains Area and clearly identifies the consequences for member actions that violate this code.

1. Know and adhere to the reasonable rules and regulations established by the organization and staff.
2. Be respectful, honest and thoughtful.
3. Take care of the Club, the equipment, and the supplies.
4. Cooperate and follow directions.
5. Use positive communication.
6. Ask permission to leave a group.
7. Keep all food in the cafeteria.
8. Only buy drinks during arrival, pickup and meal times.
9. Dress appropriately. That means . . .
  - a. Being ready for indoor & outdoor programming.
  - b. Wearing our nametags.
  - c. Keeping our shoes on our feet at all times.
10. Refrain from chewing gum at the Club and ask permission before consuming candies.
11. Help GREAT FUTURES START HERE!

The Member Code of Conduct is designed to foster member responsibility, respect for others, and to provide for the orderly operation of organization sites. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a member, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstances of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this Code of Conduct as determined by the Board of Directors. In extraordinary circumstances, the consequences listed in this policy may be reduced but only by the Board of Directors and only if allowed by law.

## Progressive Discipline

This listing is provided as an example and is not intended to be comprehensive. Because there are degrees of severity in the following offenses and the number of behavior/incident reports, the administration reserves the right to consider the circumstances surrounding an incident, take the member’s previous discipline record into account, and determine appropriate action. The administration may, at their discretion, refer any violation of the disciplinary policy to law enforcement and/or juvenile authorities. Disciplinary acts may include, but are not necessarily limited to, acts of members on organization property, including playgrounds, parking lots and organization transportation, or at any organization activity, whether on or off organization property. The organization may also discipline members for off-organization conduct that negatively impacts the educational environment, to the extent allowed by law. Lockers, desks and coat storage areas are property of the organization. Members may be subject to searches that may include the use of drug-sniffing dogs.

	<b>Level 1 Discipline</b>	<b>Level 2 Discipline</b>	<b>Level 3 Discipline</b>	<b>Level 4 Discipline</b>
<b><u>Minor Offenses</u></b> YDP Intervention	3+ YDP Interventions in one week	Behavior Report	Parent Phone Call	Referral to Program Director & Required Daily/Weekly Progress Reports from Member
<b><u>Major Offenses</u></b> Admin Intervention	Administrative Referral	Administrative referral with Parent Conference	Administrative referral with 1 day suspension	Administrative referral with 3 day suspension
<b><u>Zero-Tolerance Offenses</u></b> Admin & Board Intervention	Suspension/Expulsion with Administrative Review. Depending on the severity and circumstances of the behavior, consequences from the review could range from long-term suspension to revoking membership privileges permanently. If expulsion is required, final determination will be made by the Board of Directors. Any request for reinstatement after either suspension and/or Expulsion for Zero-Tolerance Offenses will be reviewed and determined by the Board of Directors.			

**Documentation in Member’s Discipline Record:** The CEO or designee will maintain all discipline records as deemed necessary for the orderly operation of the organization and in accordance with law and policy.

**Reporting to Law Enforcement:** It is the policy of the organization to report crimes occurring on organization property to law enforcement and/or the juvenile authorities, including, but not limited to, the crimes the organization is required to report in accordance with law.

**Conditions of Suspension, Expulsion & Other Disciplinary Consequences:** All members who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any organization-sponsored activity, or being on or near organization property or the location of any organization activity for any reason, unless prior permission is granted by the CEO or designee. In addition, the organization may prohibit members from participating in activities or restrict a member’s access to organization property as a disciplinary consequence even if a member is not suspended or expelled from the organization, if appropriate.

### Minor Offenses

Minor offenses are the least serious incidents. These behaviors disrupt the orderly operation of the clubhouse, club function, and extracurricular activities or approved transportation. Minor offenses are managed 'on the spot' (classroom, common areas, etc.) by Youth Development Professionals and may include several possible interventions and corrective actions as listed in the Discipline Matrix.

Examples (include but are not limited to) :	YDP Interventions
Peer conflict	Positive Correction
Cheating	Redirection
Verbal Aggression	Modification of Activities
Inappropriate language/gestures/volume	Incompatible Alternatives
Lying	If/then Options
Littering	On Their Time Table
Refusal to participate	Restitution (Classroom Circle, Letter of Apology, Peer Mediation, Restorative Agreements/Plan)
Horseplay	Verbal Warning
Petty theft	Chill-Outs
Disruption	Loss of Privileges / Trigger Item
Defiance/non-compliance	Review rules/expectations
Property misuse	Assign peer or adult mentor
Poor sportsmanship	
Inappropriate physical contact	

### Major Offenses

Major Offenses are violations which require immediate attention of administrative staff. Major infractions require more formal corrective actions, as well as appropriate interventions, which may include suspension by the approval of the director. The interventions used to address and correct major infractions are documented on Behavior Reports.

Examples (include but are not limited to) :	Admin Interventions
Fighting / Assault	Assign adult mentor
Verbal Abuse	Behavior Agreement/Plan
Threats/Intimidation	Clubhouse-based Community Service
False accusations	Clubhouse based Community Service Learning Project
Running away / Willful failure to stay within supervised area	Plan of Restitution
Theft and/or Extortion	Parent conference
Willful damage to property	Mandatory participation in a program related to the incident
Repeated abuse of technology	Suspension with a re-entry meeting
4+ Minor Offenses in one day	
10+ Minor Offenses in 1 Week	

### Zero-Tolerance Offenses

Zero-Tolerance Offenses are the most serious and require a thorough investigation into the incident with timely disciplinary actions. Interventions may or may not be appropriate, depending on the infraction and circumstances of the event. Options available for corrective actions range from long-term suspension to expulsion from Club. In the case of zero-tolerance offenses, an administrative review will be conducted to determine what interventions and consequence(s) are appropriate for the incident. Parents and member will be invited to participate in the administrative review, and will be given the opportunity to present information regarding the incident.

Examples (include but are not limited to) :	Admin & Board Interventions
Possession/distribution/sale/use of controlled substances Possession of weapons or imitation weapons Sexual assault/harassment Chronic bullying Hate violence 5+ Administrative Referrals for Major Offenses Any other actions deemed to threaten the safety of the organization	1+ week(s) suspension with a re-entry meeting and Behavior/Restitution Plan Expulsion

**Weapons Policy:** It is against the policy of the organization to bring guns, knives, or any kind of weapon onto organization property. Failure to comply may result in immediate loss of enrollment without refunds or credits.

**Drug Free Zone:** The Boys & Girls Club of the Greater West Plains Area has a zero tolerance policy for use of drugs on the property. Failure to comply may result in immediate loss of enrollment without refunds or credits.

**Bullying:** The organization does not condone or dismiss violence. We teach self-regulation skills that help children recognize and manage strong emotions. We teach skills that include setting healthy boundaries and being assertive. We teach that consequences happen all the time through natural and logical consequences. In this way, we focus on teaching useful new skills, rather than on punishment or removal. Our goal is to create an environment built on safety, connection and problem solving so all kids can reach their fullest potential. When a member knowingly, willfully and persistently intimidates or harasses a member or staff that causes him/her to reasonably fear for his or her physical safety or property, we term that behavior as "bullying." Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Generally, in order to be considered bullying, the behavior is aggressive, creates an imbalance of power, and is repetitive. The organization may also contact law enforcement if required by law and notify social media companies of inappropriate online activity when appropriate. The organization may take appropriate actions to assist members that have been victims of bullying. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communication that this behavior is not allowed on organization property or at organization activities, modeling and teaching assertiveness skills and bullying prevention strategies, notifying the appropriate organizational staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.