



Boys & Girls Club Behavior Policy & Transportation Code of Conduct

BEHAVIOR POLICY

Members are to abide by all Boys & Girls Club of Dane County Rules & Procedures. In the event members demonstrate, offensive, disrespectful and rude behavior as such:

Suspensions are conducted under these categories:

- **Fighting/Bullying**
- **Disrespectful Behavior to Staff and Members/Profanity**
- **Theft/Contributing to an unsafe environment**

Staff are to follow the appropriate protocol below.

1. 1st incident/are to give a verbal warning to club member about behavior (Unless offense is intolerable and urgent, issue a written statement)
2. 2nd incident/Staff are to write an incident report and explain thoroughly the members' behavior. Phone call to parent **MUST** be made by MSA/Assistant Club Director/Club Directors to discuss changes to members' behavior. Plan to alter Club Member's behavior must be documented
3. 3rd incident/Staff are to write an incident report. Phone call to Parent **MUST** be made by MSA/Assistant Club Director/Club Directors and **1 day suspension** from the club **MUST** be issued.
4. 4th incident/Staff are to write an incident report. Phone call to Parent **MUST** be made by MSA/Assistant Club Director/Club Directors and **3 day suspension** from the club **MUST** be issued.
5. 4th incident/Staff are to write an incident report. Phone call to Parent **MUST** be made by MSA/Assistant Club Director/Club Directors and **5 day suspension** from the club **MUST** be issued.
6. 5th incident/Staff are to write an incident report. Phone call to Parent **MUST** be made by MSA/Assistant Club Director/Club Directors. Members privileges to club may be subject to **EXPULSION**.

**Please note that sequences of offenses are to only follow the above corrective action procedure. If offenses are not in the same category, there are to be treated separately. We want to encourage all staff to demonstrate positive affirmation to members and make many attempts of correct action before suspension arises. However, if negative behavior permits, please follow above protocol.*

I have read and agree to the above policies. I will adhere to the disciplinary actions as outlined.

Signature & Date

Print Name

Signature and Date

TRANSPORTATION CODE OF CONDUCT

Members are to abide by all Boys & Girls Club of Dane County Rules and Procedures. In the event members demonstrate, offensive, disrespectful or unsafe behaviors including, but not limited to:

1. **Hitting or Fighting**
2. **Teasing and Bullying**
3. **Use of Profanity**
4. **Unsafe behaviors such as "rough-housing", removing seat belt, standing up and not facing forward in the seat.**
5. **Disrespect to Staff or Members**

Van Drivers/Staff are to follow the appropriate protocol:

1. 1st incident/ Staff is to give a verbal warning to club member about behavior (Unless offense is intolerable and urgent, issue a written statement.)
2. 2nd incident/Staff are to write an incident report and explain thoroughly the member's behavior. Phone call to parent **MUST** be made by MSA/Assistant Club Director/Club Directors to discuss changes to members' behavior. Plan to alter Club Member's behavior must be documented.
3. 3rd incident/Staff are to write an incident report. Phone call to Parent **MUST** be made by MSA/Assistant Club Director/Club Directors and 1-day suspension from the van route **MUST** be issued.
4. 4th incident/Staff are to write an incident report. Phone call to Parent **MUST** be made by MSA/Assistant Club Director/Club Directors and **1-week suspension** from the van route **MUST** be issued.
5. 5th incident/Staff are to write an incident report. Phone call to Parent **MUST** be made by MSA/Assistant Club Director/Club Directors. Members privileges to van route are **TERMINATED**.

I have read and agree to the above policies. I will adhere to the disciplinary actions as outlined.

Signature & Date

Print Name

Signature and Date



Boys & Girls Club Code of Conduct & Teen Expectations

CONDUCT OF MEMBER

A. BGCDC CODE OF CONDUCT STATEMENT

BGCDC recognizes and supports member's self-worth and accomplishments. Staff encourage members and provide positive reinforcements as the members make improvements and experience successes. Staff encourages members to develop a moral character and behave ethically. This policy will be observed by and adhered to all members regardless of relation to any member of staff.

Members and guardians receive the Member Code of Conduct (MCC) as part of the application process.

BGCDC has a direct responsibility to ensure the site is emotionally and physically safe. Staff is responsible for supervising the conduct of members while active in programming, recognizing and rewarding positive behavior and enforcing behavior standards.

Exceptions to this Code of Conduct may be allowed based on the type of programming or specific rules of the club.

B. MEMBER CODE OF CONDUCT

- I will honor the BGCDC member code of conduct when I participate in all club activities.
- I will be a law abiding citizen.
- I will respect myself, fellow members, staff, and the facilities.
- I will have my coat, hat and book bag in the designated club location.
- I will remain drug, alcohol and tobacco free at the club.
- I will be responsible for all my personal belongings,
- I will use words that are respectful.
- I will use my phone during approved times only.
- I will report uncomfortable or dangerous behavior.
- I will cooperate with all directions and requests by BGCDC staff.
- I will eat or drink only in designated areas and dispose of garbage properly (Canteen only).
- I will refrain from touching/horse-playing with other club members.
- I will use only assigned Enter or Exits to enter or exit BGCDC.
- I will enter the club, and remain free of weapons with peaceful intentions.

I have read and agree to the above policies. I will adhere to the disciplinary actions as outlined.

Signature & Date

Print Name

Signature and Date

TEEN EXPECTATIONS

After-School Program Rules and Expectations

- Members are to refrain from eating in the Teen Lounges
- Members are to not use cell phones during the educational program time
- Members are to refrain from using vulgar language
- Fighting, inappropriate touching will be prohibited, as consequences will occur
- In order for members to participate in field trips, members must have completed (3) productive/educational activities per week
- Upon your arrival, you must be accompanied by a teen staff in all activities
- Teens must be supervised by teen staff at all times, in order to stay at the club
- Prospective Club members are granted a one-day trial only, after trial is over, the prospective member must have signed application materials completed in order to return.
- Members should demonstrate respect, integrity and safety before, during and after teen programming operations.
- Members are refrain from contact from 5-11 youth members unless otherwise granted permission to volunteer during set hours.
- Please remember to ask questions for better communication and understanding
- Always instill a positive attitude to peers and staff regardless of circumstance
- Teen Members will not be admitted into the facility after 7:00pm. Members are encouraged to join the club programming after school dismissal or directly after sports practices, obligations or otherwise advised by a supervisor.

Please sign and date that you acknowledge the terms and conditions of the Teen After-School Program. Failure to follow these rules may result in multiple suspensions or termination from the teen program.

Signature & Date

Print Name

Signature and Date