



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

TEEN CENTER

PARENT/GUARDIAN HANDBOOK



LEHI BRANCH
1231 E. Oak St.
Mesa, AZ 85203
480.850.4453



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

RED MOUNTAIN BRANCH
11889 E. Glenrosa Dr.
Scottsdale, AZ 85256
480.947.1798

OUR MISSION

To inspire and enable all young people, especially those who need us most, to reach their full potential as productive, responsible, and caring citizens.

APPLICATION PROCEDURE

Membership forms, payments, and all supporting documentation must be completed in their entirety before youth/teen may participate in the Boys & Girls Club program. Applications can be found at www.bgcs.org under the forms tab or you can pick up an application at any one of our nine branches.

FEES

\$5 per year per member for community members. \$25 per year per member for non-community members.

HOURS OF OPERATION

***Teen School Day Hours**

Monday-Thursday 2:30pm-8:00pm Friday 2:30pm-11:00pm

***Breaks/Single off School Days/Summer**

CLUB CLOSURE DAYS

Labor Day

Veterans Day

Thanksgiving Day & Day after

Christmas Day & the day after or before

New Year's Day

Martin Luther King Day (Piper, Vestar, Red Mountain, Peach Springs, & Paiute)

Presidents Day (Barker, Thunderbirds, Lehi, & McKee)

Thursday & Friday before the start of Summer

Memorial Day

Independence Day

*On occasion the Club may have additional closure days. Parent/Guardian will be notified two weeks prior to closure.



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

PAYMENT INFORMATION

PROGRAM ASSISTANCE

Program assistance is offered to families who qualify. Program assistance uses a sliding scale. Documentation MUST be provided to complete the application process. Please ask the Membership Office for the program assistance application. Incomplete applications will not be accepted. Completed applications must be turned into the Member billing Specialist. It may take up to 5 business days to review applications. Please note: Program Assistance is not retroactive. Applications must be filled out for every new school year and summer breaks. W-2's must be turned in every February to continue assistance.

All deposits and memberships fees are **NON-REFUNDABLE**. After School Program credits and transfers will occur only if you notify the Branch Director prior to the month paid. We do not issue refunds due to illness, suspension, or dismissal from the program.

BEHAVIOR POLICIES AND EXPECTATIONS

GANGS

Wearing, carrying, or physically displaying gang paraphernalia or making gestures that symbolize gang membership is prohibited. Engaging in gang related activity is prohibited and subject to immediate expulsion. The Club adheres to the SRPMIC ordinance prohibiting gang affiliation.

DEFIANCE, REFUSAL TO OBEY AUTHORITY

Members are expected to follow instructions given by Boys & Girls Club and Community Center staff. If a member disobeys any staff by their actions or words, he/she will be considered defiant and will be written up. Severe and/or repeated defiance will result in suspension or expulsion from the Community Center.



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

LUNCH AND DINNER

Parent/Guardian needs to provide a lunch for all early release, single off school days, breaks, and summer. A light dinner free of charge will be provided each night for teens during regular after-school days.

ILLNESS

If a teen becomes ill in our care, a parent/guardian will be notified to come and pick up the youth. You or someone that you designate should come to pick up the youth within **ONE HOUR**. If your child is diagnosed with a communicable disease (including, but not limited to: head lice, pink eye, stomach flu, etc.) please notify the Branch Director or Teen Development Supervisor. Children being treated with antibiotics for a contagious disease should not return to the program until he/she has been using medication for 24 to 48 hours.

MEDICATION

If your teen needs to be administered medication while attending our program a Medical Treatment form must be completed with the Registration Packet. All medication must be kept in the office. Staff are not allowed to administer over the counter medication.

DRESS CODE

Members have the responsibility to dress and appear in a manner that promotes a safe, neat, clean, and wholesome environment. Boys & Girls Clubs is a co-ed environment therefore members will not be allowed to wear clothing that is suggestive or deemed inappropriate. The final authority for what is appropriate, safe, clean, and non-disruptive shall rest with the staff. Garments that provide necessary cover may be issued as determined by staff.

PHONE USE

Office phones are only available to members in case of emergency. Teens may bring personal cell phones but should keep use to a minimum and for emergency situations. Phones are not to be used during programming time, unless staff says otherwise. Staff may confiscate cell phones for the remainder of the day, if teens are observed abusing the privilege. Teens may not use their cell phones or any electronic device to take photos and/or videos of other members. Members are responsible for their own cell phones. The Club is not responsible for any lost or stolen cell phones.



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

ILLEGAL SUBSTANCES, DRUGS, ALCOHOL, TOBACCO AND TOBACCO PRODUCTS

Use and/or possession of any illegal substance at the Teen Center or at any Boys & Girls Club activity is grounds for immediate suspension. Distribution and/or selling illegal, or prescription substances, at the Boys & Girls Club is grounds for immediate suspension. Possession of tobacco, cigarettes, a cigarette lighter, matches, or alcohol is grounds for suspension. Members who are with other members who are drinking or smoking should make a responsible decision to remove themselves from the area or they too may be suspended.

INTERPERSONAL RELATIONSHIPS

Appropriate personal relationships are encouraged. However, the Boys & Girls Club policy is one of "hands off". Holding hands, hugging, kissing, and/or having sexual intercourse of any kind, is not appropriate while at the Boys & Girls Club. Nor will sexual harassment of any kind be tolerated.

FACILITY USAGE

When teens are utilizing the facility in areas outside of the Boys & Girls Club, without staff supervision, their safety will not be the responsibility of the Boys & Girls Club or its staff. Facility areas like the gym, weight room, skate park, pool, etc may provide special safety hazards. If teens decide to go into these areas without staff supervision the Boys & Girls Club will not be responsible for any injuries they incur.

PARTICIPATION

It is the expectation of the Boys & Girls Club that all teens actively participate in Teen Center programming in a positive manner. Consistent failure to do so may result in a loss of certain Teen Center privileges like field trips and/or Club pick-up or drop-off privileges.

SWEARING, PROFANITY

Members are not to use profanity or vulgar language. Swearing will not be tolerated. Members will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed.

THEFT

Members have the responsibility of taking care of their own possessions. Members are discouraged from bringing large amounts of money and/or valuable items to the Boys & Girls Club. Theft is a serious violation of the law and will be dealt with severely. Any member caught stealing will immediately be subject to Teen Center disciplinary actions and the SRPMIC Police Dept will be notified. The Club is not responsible for any lost or stolen items.



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

VANDALISM

Damaging Boys & Girls Club/Way of Life Facility property or the property of others will not be tolerated. Depending upon the circumstances, a police report will be made and parents may be held liable to pay damages, and/or replace the damaged item in its entirety.

WEAPONS, AND OTHER DANGEROUS ITEMS

State law requires that any member be expelled for possession of any firearm, knife, explosive, or other dangerous object at the Boys & Girls Club/Way of Life Facility or at a Boys & Girls Club activity, whether it is on or off the Boys & Girls Club/Way of Life Facility property. Such incidents will be reported to the Salt River Police Dept.

REPORTING MEMBER BEHAVIOR

If a member becomes aware of any potentially dangerous and/or illegal situation regarding weapons, drugs, alcohol, fights, property damage, theft, etc or has information regarding such, he/she is to report it to a staff member as soon as possible.

ASSAULT/BATTERY ON A STAFF OR FIGHTING

It is not permissible to commit assault or battery while at the Boys & Girls Club/Way of Life Facility. The SRPMIC Police Dept will be notified if this occurs. Members are to use staff to discuss problems they are having with other members. If a fight occurs, all members, including bystanders who provoke and encourage such behavior will be subject to suspension. Boys & Girls Club staff will recommend a member's expulsion for causing serious physical injury to another person. Any instances of physical violence will not be tolerated in the Boys & Girls Club/Way of Life Facility and will result in serious consequences.

HARASSEMENT/HATE CRIMES

It is not permissible to harass others while at the Boys & Girls Club. Harassment may include but is not limited to cyber bullying or consistent and unwanted texting. The SRPMIC Police Dept will be notified and all applicable state and federal laws will be enforced.

FIELD TRIPS

Access to field trip opportunities is a privilege, not a right. Teens may lose the ability to go on field trips if they demonstrate inappropriate behavior either in the Boys & Girls Club/Way of Life Facility, in Club vehicles, or while on a field trip. Teens are expected to be respectful, to abide by field trip guidelines, and to refrain from all illegal activities while on field trips.



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

VIDEO GAMES AND MOVIES

Within the Teen Center members have access to movies that are rated “PG-13” and video games that are rated “T” for Teen. They will not have access to movies that are rated “R” or video games that are rated “M” for Mature.

PRE/POST TESTS AND SURVEYS

Teens may be given pre/post test surveys and/or online evaluations to complete while they are participating in Boys & Girls Club programming. The results are helpful in evaluating the effectiveness of programs and the information is strictly confidential. Copies of the survey instruments are available to parents/guardians upon request.

DISCIPLINARY ACTION & PHILOSOPHY

Boys & Girls Clubs of Greater Scottsdale believes in the full potential of every member, however in the case that a member breaks our code of conduct, we reserve the right to discipline members in order to redirect the negative behavior and to reinforce our values. In order to best serve our members, our staff are proponents of using positive guidance & discipline, conflict resolution, and active supervision techniques. The Boys & Girls Club will administer disciplinary actions, such as suspensions/expulsions, with firmness, fairness, and consistency.

ZERO TOLERANCE

The Boys & Girls Clubs of Greater Scottsdale has a Zero Tolerance Policy for the following offenses:

1. Bringing a weapon to the Club/WOLF
2. Bringing or being under the influence of drugs or alcohol at the Club/WOLF
3. Excessive harassment of other members, staff, or volunteers

ZERO TOLERANCE DISCIPLINARY ACTION

1. Immediate suspension of 3 days minimum from the Boys & Girls Club/WOLF
2. A meeting with the member, the parent/guardian, and Branch Staff/WOLF Staff must occur before the member returns to the Club/WOLF
3. Incident will be documented.



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

SAFE PASSAGE POLICY AND OPEN DOOR POLICY

Traditionally, Boys & Girls Clubs operated under an Open Door policy in which members were free to come and go as they wish throughout the day. However, in the interest of our members' safety, we have reevaluated our policies such that members will no longer be free to come and go from the Club throughout the day as they wish.

Under our Safe Passage Policy:

- Members must scan in and out each day
- Members under the age of 12 must be retrieved from the Club by a parent, guardian or other authorized adult
- 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 (with written permission)
- No member, regardless of age, will be allowed to return to the Club once they leave the premises for the day.
- Members that leave unescorted without written permission will face disciplinary actions up to and including suspension and termination of membership

Youth will not be physically obstructed from leaving if they desire to leave. Parental enforcement of the Safe Passage Policy is necessary:

"If I do not want my child to leave the Club, I recognize that it is my sole responsibility to communicate that to him/her. I give the Club permission to contact me if my child chooses to leave the Club. I understand that, absent emergency circumstances, the Club may not interfere with my child's leaving, even if his/her leaving is contrary to my wishes".

*It should be noted that if members choose to stay at the Way of Life Facility after they have left the Boys & Girls Club program for the day, they must sign into another program offered at the facility to do so.

PICK-UP POLICY

It is the parent/guardian's responsibility to have their teen picked up by the posted closing time. Continual tardiness may result in the termination of participation in the Boys & Girls Clubs of Greater Scottsdale's programs. Teens should not wait outside the facility for rides. Instead, they should wait in the Teen Center until their transportation has arrived.



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

MEMBER CODE OF CONDUCT

This Code of Conduct is broken down by our FIVE Core Values: Diversity, Respect, Empowerment, Accountability, and Mission (DREAM), and is utilized by our Staff Members to set behavior guidelines and overall expectations.

DIVERSITY

- I will show my talent
- I will make new friends
- I will try new things
- I will include members with differences

RESPECT

- I will keep my hands and feet to myself
- I will say kind words
- I will listen to staff and other members
- I will wait for my turn
- I will respect myself and not engage in anything illegal such as drugs and alcohol
- I will respect my Club, it's property and equipment

EMPOWERMENT

- I will show pride in my Club and myself
- I will cheer on my teammates and show good sportsmanship to others
- I will be a leader
- I will stand up for myself and others

ACCOUNTABILITY

- I will tell the truth
- I will do the right thing, even when others are not watching
- I will always clean up after myself
- I will learn from my mistakes
- I will make safe choices while on technology- both personal and the Club's

MISSION

- I will be a Healthy Game Changer
- I will be an Innovative Dream Maker
- I will be a Globally Competitive Graduate
- I will be a 21st Century Leader



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

BEHAVIOR POLICY

Club members are expected to conduct themselves in a manner that is consistent with the vision, goals and beliefs of the Boys & Girls Clubs of Greater Scottsdale. Accordingly, members are prohibited from engaging in behavior (1) that obstructs, disrupts, or interferes with any club program or activity, (2) that endangers or threatens the safety of any person, or (3) that inflicts or threatens to inflict damage on property of Club members, Club employees or the Club's facilities & vehicles. Members who fail to abide by this general behavioral expectation will be subject to appropriate discipline.

VEHICLE POLICY

Club members are expected to abide by the Behavior Policy when being transported in a vehicle owned and operated by the Boys & Girls Club or vehicles owned and operated by the school district or other entity. The following specific rules must be adhered to:

1. Follow the Driver's Instructions
2. Remain seated with a seatbelt fastened
3. Keep all body parts inside the vehicle
4. Talk quietly using respectful language
5. Be courteous at all times
6. Do not throw anything inside the vehicle or from the vehicle
7. Do not eat or drink while on the vehicle

Members who fail to abide by this general behavioral policy or vehicle policy will be subject to appropriate discipline.

1. The member will receive a warning about the unwanted behavior
2. The member may be isolated from other members.
3. The member may lose privileges, i.e. not permitted to attend a field trip or other off-site activity.
4. The member may be required to assist staff members, i.e. club maintenance.
5. Parents may be contacted.
6. The member will make restitution, if necessary
7. The member may be suspended from club premises and activities.
8. The member may lose transportation privileges
8. For repeated or serious violations, the member may have membership revoked.



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

INTERNET POLICY

Acceptable Uses

1. Club devices are set up in order to allow Internet access for educational purposes. This includes activities, peer review of assigned work, and the exchange of project-related ideas, opinions, message boards, and other means.
2. Members must respect resource limits and will only be able to save files to the computers with staff permission. Large files that may take up excessive amounts of storage space might not be allowed to save.
3. Member use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
4. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, members should expect that emails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party.
5. Personal devices may access the Club's Wi-Fi. Please Note: The Club's Wi-Fi can only access educational websites approved by the Club. If members access additional websites it is through their own data plan. Acceptable Use policies still apply.

Unacceptable Uses

1. Club Devices may not be used to download, copy, or store any software, shareware, or freeware.
2. Club Devices may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission.
3. Use of Club or personal devices for advertising or political lobbying is prohibited while on Club property.
4. Club or personal devices may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Members may not use Club or personal devices to engage in personal attacks, harass another person, post private information about another person, or use vulgar, derogatory, or obscene language.
6. Members may not use Club or personal devices to log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Members may not use Club or personal devices to access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a staff member.
8. Members may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.
9. Members may not engage in any type of messaging/chatting with other players while playing games or any other activity while on Club devices. Messaging/chatting will be turned off.



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

PROGRAM OUTCOMES

Boys & Girls Clubs of Greater Scottsdale provides high quality programs that result in positive outcomes for the following four initiatives:

21ST CENTURY LEADERS

Our programs are centered around community service, advocacy and activism designed to foster young people's integrity and good character, their ability to make positive life choices, their belief that they can bring about positive change, and the compassion and willingness to serve others.

GLOBALLY COMPETITIVE GRADUATES

Our programs are designed to support academic achievement and facilitate success. We offer homework help, tutoring, educational enrichment, workforce development and college preparation programs.

INNOVATIVE DREAM-MAKERS

Our programming uses experiences, knowledge and creativity to find solutions to the challenges of today and tomorrow. We recognize that all youth have unique gifts and abilities, we encourage them to explore positive passions and big ideas. We actively seek opportunities to foster emerging talents and help youth realize their dreams.

HEALTHY GAME-CHANGERS

We encourage and promote commitments to healthy lifestyles and nutrition with educational experiences, physical challenges, recreational activities and youth sports. We focus on positive and productive ways to help kids learn to overcome challenges and bounce back from adversity.