



BOYS & GIRLS CLUB
OF PORTAGE COUNTY, INC.

941 MICHIGAN AVENUE; PO Box 171;
STEVENS POINT, WI 54481
715-341-4386
www.BGCLUBPC.org

MEMBERSHIP HANDBOOK

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GENERAL INFORMATION

MISSION STATEMENT

To inspire and empower our youth to realize their full potential.

EQUITY, DIVERSITY & INCLUSION STATEMENT

We are committed to fostering an inclusive and equitable culture for all youth, families, and staff.

MEMBERSHIP POLICIES

The Boys & Girls Club of Portage County's membership is open to any child regardless of race, color, religion, sex, gender identity, national origin, economic circumstances, or any other characteristic protected by state or federal law. The-Boys & Girls Club of Portage County has two membership fees: one for Centers and one for School Site locations. Full details regarding our membership fees are available at each Club site's front desk or online at www.bgclubpc.org/members.

To become a Club member, please visit the Club's website: www.bgclubpc.org/members. Families who are new to the Boys & Girls Club of Portage County must create a household account through the Parent Portal on MyClubHub, our membership management program. Memberships can then be purchased online through the Parent Portal. Paper applications are available only upon request. After purchasing a membership, new Club members and their parents/guardians are required to attend an orientation. Orientation times will be available at the front desk of each of the Club sites and additional orientations will be offered at peak renewal times. After orientation, Club members will be able to attend the Club and will receive a Club card, which Club members are **required** to bring to be admitted into the BGC.

Additional membership cards may be purchased for \$2.00 each. Lanyards may be purchased at the front desk for \$1.00.

ENROLLMENT & CAPACITY LIMITS

Each of our Club sites has an enrollment limit and a capacity limit. If we have reached maximum enrollment capacity, we will place children on a waiting list and contact parents/guardians if space becomes available. Children in certain high-need or emergency situations may be allowed to participate immediately.

If we reach capacity at a facility, we will NOT be able to allow additional children into the building until members sign out for the day. We rely on the cooperation of parents/guardians in complying with our membership boundaries as well as our capacity limits to better balance our attendance across our Club sites and help us maintain a safe environment for children.

MEMBERSHIP BOUNDARIES

The Boys & Girls Club of Portage County strives to be open and available to ALL children of Portage County during the school year and the summer months while also keeping our membership fees nominal. To better balance attendance at each of our Club sites we ask parents/guardians to comply with our Membership Boundaries. These boundaries are similar to how a school district designates boundaries for school enrollment. Below is a table that specifies which Club site children are required to attend based on their "home" school enrollment. Regardless of which Club site a child attends, the Boys & Girls Club will continue to provide a safe

and supervised environment with trained Club staff, quality programming, nutritious meals and/or snacks, and of course, lots of fun!

BOYS & GIRLS CLUB OF PORTAGE COUNTY “MEMBERSHIP BOUNDARIES” CHART

School your Child Attends During the School Year:	Boys & Girls Club to Attend During School Year & Summer:	Boys & Girls Club to Attend on No-School Days, Spring Break, Snow Days and Winter Break.
Almond-Bancroft Schools	Almond-Bancroft School Extension	Schierl Center
Auburndale Schools	Junction City Extension	Berard Center
Bannach Elementary	Berard Center	Berard Center
Ben Franklin Junior High	Teen Center at Berard Center	Teen Center at Berard Center
Home-Schooled	Based on your Home Address	Based on your Home Address
Iola/Scandinavia Schools	Schierl Center	Schierl Center
Jefferson Elementary	Jefferson School Center	Berard Center
JF Kennedy Elementary	Junction City Extension	Berard Center
Madison Elementary	Berard Center	Berard Center
McDill Elementary	Schierl Centers	Schierl Center
McKinley Elementary	Schierl Center	Schierl Center
Mosinee Schools	Berard Center	Berard Center
Pacelli Catholic Middle/High Schools	Teen Center at Berard Center	Berard Center or Schierl Center*
PJ Jacobs Junior High	Teen Center at Berard Center	Teen Center at Berard Center
Plover-Whiting Elementary	Schierl Center	Schierl Center
Point of Discovery School	Berard Center or Schierl Center*	Berard Center or Schierl Center*
Roosevelt Elementary	Schierl Center	Schierl Center
Rosholt Schools	Rosholt Extension	Berard Center
SPASH	Teen Center at Berard Center	Teen Center at Berard Center
St. Adalbert Catholic School	Rosholt Extension	Berard Center
St. Bronislava (PCES)	Schierl Center	Schierl Center
St. Paul Lutheran	Berard Center or Schierl Center*	Berard Center or Schierl Center*
St. Stephen (PCES)	Berard Center	Berard Center
Stevens Point Christian Academy	Berard Center or Schierl Center*	Berard Center or Schierl Center*
Tomorrow River Schools (Amherst)	Amherst Summer Ext./Schierl Center	Schierl Center
TRCCS	Amherst Summer Ext./Based on Home Address	Berard Center or Schierl Center*
Tri-County Schools	Almond-Bancroft/ Schierl Center	Schierl Center
Washington Elementary	Berard Center	Berard Center
Waupaca School District	Schierl Center	Schierl Center
Wisconsin Rapids Schools	Schierl Center	Schierl Center

*Based on home address as per Membership Boundaries.

Updated 4/17/2023

SUPERVISION POLICY

The Club strives to maintain appropriate Club staff-to-Club member ratios.

- Daily Club Programming –1 adult to 15 Club members
- Fieldtrips
 - Local and small groups 1 adult to 10 Club members
 - Out of town and large groups 1 adult to 8 Club members
- All areas are adequately supervised by Club staff & volunteers

If a child has a disability and/or special needs which require increased supervision, the BGC will strive to provide services through volunteers but reserves the right to require the parent/guardian to provide such supervision or support at no cost to the BGC and/or reserves the right to limit participation.

VIDEO SURVEILLANCE POLICY

The Boys & Girls Clubs of Portage County recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to help the Boys & Girls Club of Portage County protect our assets. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection.

Video surveillance, with or without audio recording capabilities, may be utilized in and around the Club facility, on Club property, and on Club transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

Please refer to the school districts video surveillance policy for Club sites that operate in a school. To review the full Video Surveillance Policy please contact your Club site Director.

ELIGIBILITY REQUIREMENTS

Each of the BGC Sites has different age/grade requirements. This information can be found on each of our Club sites' specific page located on our website: www.bgclubpc.org. During BGC programming time Club members will be grouped in grade-specific programming. Our grade-specific programming is divided into three groups based on age.

Club members will be considered "graduated" from the BGC program after the end of the summer following their senior year in high school or when they turn 19 years of age; whichever comes first.

All Club members must be potty trained to attend the Club, meaning they must be able to successfully use the bathroom, without reminders or assistance from BGC personnel.

DROP-IN FACILITY

The Boys & Girls Club of Portage County is a drop-in facility, meaning Club members are not required to attend daily. Club members are only allowed to leave the Club on their own with written or verbal consent from their parent/guardian. All adults listed under a Club member's account on MyClubHub are authorized to pick up unless access is prohibited or restricted by a court order, which must be provided to the BGC. It is the parent/guardian's responsibility to keep their child(ren)'s authorized pick-up list up to date with current contact information through the Parent Portal.

Club members attending our school site locations are required to sign in immediately following the end of the school day unless they are involved in another after-school activity (safety patrol, sports, etc.). It is the responsibility of the Club member to scan into their Club after school. If the Club member does not scan into the Boys & Girls Club they will not be considered present at the Club. Club members who have parent/guardian consent are permitted to sign out of the Club twice per day maximum unless prior arrangements have been made between Club staff and parents/guardians.

LATE PICK-UP POLICY

Boys & Girls Club sites close at different times, and it is the parent/guardian’s responsibility to know the hours of operations of the Club site their child(ren) is attending. If a Club member is present 5 minutes after Club closes parents/guardians and/or emergency contacts will be called. If 30 minutes have passed and no one has been reached, or the Club member does not have a plan to be picked up, local law enforcement will be contacted. If late pick-ups continue to occur the Boys & Girls Club may revoke Club members membership.

POTENTIAL CLUB MEMBERS

Club members may bring potential Club members such as school-age friends and family members to the Club once at no charge. Visiting youth must register at the Club’s front desk when visiting the Club. If guests want to attend after their first visit, their parent/guardian must purchase a membership and attend a New Family Orientation prior to attending.

PARENT/GUARDIAN COMMUNICATION

The Boys & Girls Club of Portage County strives to inform parents/guardians of Club activities and events. Activities and events are posted on our Facebook page (www.facebook.com/bgclubpc) and emails are sent out to parents/guardians. Flyers for special events are located at the front desk of our Clubs and parents/guardians are encouraged to come inside to view the posted information and ask questions.

The Boys & Girls Club also depends upon parents/guardians to keep the Club informed of issues and events affecting their child(ren). If there are changes to a child(ren)’s health, medication, living situations, etc., it is the responsibility of the parent/guardian to update these items through the Parent Portal and or notify their Center Director or Site Supervisor. Parents/guardians must also notify their Center Director or Site Supervisor of any contact information changes or changes in custody arrangements so that we can best serve their child(ren).

LOST & FOUND

Club members are responsible for their personal belongings and should not bring expensive items including electronics and jewelry to the Club, as the Boys & Girls Club of Portage County is not responsible for lost, broken, or stolen items. The Berard and Schierl Centers have a Lost and Found located near the front entrances. Each school site’s Lost and Found is located within the school's lost and found. Lost and found items are typically kept for 4-6 weeks and then donated.

INCLEMENT WEATHER

School Year- If the school district cancels school for the day due to inclement weather, the Boys & Girls Club school sites (Almond-Bancroft, Junction City, and Rosholt Extensions and Jefferson Center) will be closed; however, the Berard Center, Schierl Center, and Teen Center, depending on the weather conditions and in most

cases, will be open from 7:30 AM – 5:30 PM. If not, a notification will be posted on the Club’s Facebook page: www.facebook.com/bgclubpc.org and Club families will be notified through parent/guardian emails.

If a school district cancels after-school activities or closes early due to inclement weather, the corresponding BGC school sites (Almond-Bancroft, Junction City, and Rosholt Extensions and Jefferson Center) will be closed. The Berard Center, Schierl Center, and Teen Center, depending on the weather conditions and in most cases, will be open until 5:30 pm.

Summer- In cases of inclement weather, the Club’s schedule will change to indoor activities. Outdoor field trips may be rescheduled, postponed, or canceled. Contact your Club site to check on the status of any field trip. Club members will be made aware of and regularly practice safety procedures to be executed in the event of threatening weather.

ROOSEVELT ELEMENTARY TRANSPORTATION

The Boys & Girls Club offers shuttle transportation after school from Roosevelt Elementary to the Schierl Center in order to assure Club members arrive in a safe and timely manner. It is the responsibility of the Club member to check in with Club staff at the BGC meeting place immediately after school. If the Club member does not check in with the BGC staff, they will not be considered present at the BGC. Club members are expected to follow all of Boys & Girls Club’s behavior expectations as outlined in this Membership Handbook while participating in after-school transportation. A Club member’s failure to do so may result in their after-school transportation privileges being revoked.

FIELD TRIPS

Each Club location offers various field trips throughout the year. Field trips are posted at each Club’s front desk and in our newsletters. Field trip participants are chosen on a first-come-first-served basis (permission slip completed and fees paid, if applicable). Field trip fees are not generally refundable, however, Club members who are put on a waiting list for a field trip will be reimbursed if there is no room available. If a Club member is not following expectations prior to or during a field trip, they could lose the privilege to attend or need to be picked up early by a parent/guardian. Club members will not be forced to go on a field trip if they express that they do not want to go on the day of the trip.

DONATIONS

Donations are the main source of funding for the Boys & Girls Club. Monetary donations help us provide nutritious meals and snacks daily, remain open on no-school days, and provide numerous programs that inspire and enable the youth that we serve. Donations of all sizes are appreciated and encouraged. In-kind donations are also accepted. Please visit our website for a complete wish list of items we need, to learn more about how to support the Club’s programs, or about our fundraising events.

VOLUNTEER OPPORTUNITIES

The heart of any youth program is its volunteers! Donations of time, money and services are just a few ways to help support the Boys & Girls Club of Portage County. If interested in volunteering please visit our website at <https://www.bgclubpc.org/volunteer> or stop by the Berard Center to fill out a volunteer application. All parents/guardians, volunteers, and Club staff must go through a background check process and complete required training before volunteering or working at the Club.

CLUB PROGRAMMING

YOUTH DEVELOPMENT STRATEGY

Club programs and services promote and enhance the development of Club members by instilling:

- **A sense of competence**-The feeling there is something they can do and do well.
- **A sense of usefulness**-The opportunity to do something of value for other people.
- **A sense of belonging**-A setting where youth know they fit in and are accepted.
- **A sense of power or influence**.-A chance for youth to be heard and to influence decisions.

CORE PROGRAM AREAS

Program focus areas are based on both the interests of youth and their physical, emotional, cultural and social needs.

- **LEADERSHIP & SERVICE**

Leadership and Service empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image and respect their own and others' cultural identities.

Programs: Youth of the Month, Keystone, Member Council, Junior Staff

- **EDUCATION**

Education enables youth to become proficient in the basic educational disciplines, apply learning to everyday situations, and embrace technology to achieve success in a chosen career.

Programs: Power Hour, Homework Help, STEM, Club Tech

- **HEALTH & WELLNESS**

Health and Wellness develop the capacity for youth to engage in positive behaviors that nurture their own well-being, set personal goals, and live successfully as self-sufficient adults.

Programs: Healthy Habits, Cooking Club, Green Thumb, Ultimate Journey

- **THE ARTS**

The Arts enable youth to develop their creativity and cultural awareness. Youth are challenged to appreciate fine arts, visual arts, performing arts, and creative writing.

Programs: Fine Arts, Arts & Crafts, Music Makers

- **SPORTS & RECREATION**

Sports and Recreation enable youth to develop positive use of leisure time, skills for stress management, appreciation for the environment, and social skills.

Programs: Triple Play, Bike Club, Games Room, and Sports Leagues

DELTA DENTAL SMILE CLUB

The Delta Dental of Wisconsin Smile Club offers oral health care education, screenings and preventive dental care to all Club members who have signed up to participate. Services are provided by volunteer dentists and a licensed hygienist and include cleanings, exams, fluoride varnish, x-rays, sealants, and referrals. For more

information on the program, email smileclub@deltadentalwi.com or call Delta Dental Smile Club at 715.204.1180.

MEAL PROGRAM

Thanks to the USDA and Boys & Girls Club of Portage County donors, all Club members are able to receive FREE healthy snacks and meals where available. Donations are encouraged to help fund our food programs. The Boys & Girls Club and the USDA are equal opportunity providers.

Parents/guardians should refer to our *Special Dietary Needs Form* on our website at www.bgclubpc.org/members if their child(ren) has a food allergy or special dietary need.

GREAT FUTURES! PROGRAM

Great Futures! is a social-emotional learning (SEL) program intended to support Club members' social and emotional development. Utilizing an evidence-based curriculum, SEL staff provide small-group and one-on-one sessions focused on strengthening Club members' knowledge and skills in five key areas: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. If you have any questions regarding the Great Futures! program, please get in touch with the Social-Emotional Learning staff at your Club site.

DRESS CODE POLICY

Proper dress is the responsibility of Club members and their parents/guardians. Rules pertaining to appropriate Club member attire are necessary in order to maintain good decorum and a favorable academic atmosphere. Clothing that displays profanity, violence, is sexually suggestive, is offensive, promotes gang activity, or promotes alcohol, tobacco, or drug uses are not appropriate. Club members wearing inappropriate clothing will be asked to change or turn their shirts inside out.

- Clothing must cover the torso from above chest cleavage to mid-thigh.
- No items of clothing where undergarments are exposed are allowed.
- Footwear must be worn while at the Club.
 - Closed toed shoes are strongly encouraged to protect feet during sports/recreation activities.
 - Club staff may limit participation in activities and program due to inadequate footwear.

EXPECTATIONS & BEHAVIOR POLICY

The Boys & Girls Club strives to provide a safe and positive environment for all Club members. Our expectations and behavior policy exist to ensure all children can fully enjoy programming.

The Boys & Girls Club has close working relationships with our local school districts. We incorporate the same expectations and positive behavior systems that most of our Club members are experiencing during the school day.

GENERAL BOYS & GIRLS CLUB EXPECTATIONS:

1. **Be Responsible** for your words and actions.
2. **Be Respectful** of yourself, others, and the Boys & Girls Club.
3. **Be Safe.**

BEHAVIOR MANAGEMENT

When a Club member does not follow Club expectations, Club staff will respond with appropriate behavior management strategies based on the situation. These strategies may include, but are not limited to, verbal warnings, personal breaks, loss of privileges, and individual meetings. Club staff will follow documentation protocols and parents/guardians will be informed and asked to sign documentation when applicable.

SUSPENSIONS

More serious behavior situations may result in suspension from the Club for a period of time.

The following behaviors are not acceptable and may result in immediate suspension:

- Endangering the health and/or safety of other Club members, Club staff, and/or volunteers.
- Fighting or other violent behavior.
- Racial or prejudicial comments.
- Stealing or damaging BGC or personal property.
- Leaving the Boys & Girls Club without permission.
- Sustained noncompliance in meeting Club expectations.
- Continuous disruption of Club programming.

If a Club member is suspended from Club, their parent/guardian will be contacted and will have 30 minutes to pick up their child. If a parent/guardian is not able to pick up their child within the given time frame, they must make arrangements for another authorized pickup to do so. Club members will not be allowed to participate in programs while they wait to be picked up.

If a Club member is suspended or dismissed early from school due to discipline issues, they are not eligible to attend the Club that same day.

DRUG & ALCOHOL POLICY

The Boys & Girls Club of Portage County is a tobacco, drug, and alcohol-free environment. Alcohol, non-prescription drugs, and any other substances that alter an individual's ability to function in the Club environment are strictly prohibited. Smoking, vaping, or drug use at Club is to be reported to Club staff immediately. In the event of a drug or alcohol-related issue occurring on Club grounds or at a sponsored event, police and parents/guardians will be notified and appropriate actions will be taken to correct the situation.

BULLYING POLICY

The Boys & Girls Club of Portage County is committed to providing a safe, secure, and healthy environment that allows all Club members to maximize their learning potential. The BGC considers bullying detrimental to the health and safety of Club members and is prohibited.

Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. This behavior may include, but is not limited to:

- Physical: assaulting, hitting, punching, kicking, theft, or threatening behavior

- Verbal: threatening or intimidating language, teasing or name-calling, racist remarks
- Written: comments which are offensive or objectionable to the recipient or which cause the recipient discomfort, anger, or humiliation or which interfere with the recipient's academic performance
- Indirect: spreading cruel rumors, social exclusion or isolation, intimidating looks and/or gestures
- Cyber: using technology in a hurtful manner such as, but not limited to, the use of e-mail, instant messages, text messages, digital pictures or images, cell phones, or posting on websites and/or other social media to threaten, harass, discriminate, or intimidate the individual
- Bullying based on gender, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, cognitive, emotional, or learning ability is also prohibited.

Bullying behavior is prohibited in all BGC after-school and summer programs, buildings, properties, and educational environments. This includes any property or vehicle owned, leased, contracted, or used by the BGC. All incidents and observations of bullying should be immediately reported to Club staff. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. All Club staff and volunteers who observe or become aware of acts of bullying are required to report these acts to the Center Director and/or Club staff. Any other person, including a Club member who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the Center Director and/or Club staff. Club staff will then fill out appropriate documentation to be shared with Club members' parents/guardians. Any bullying incidents may be reported to law enforcement if applicable.

HEALTH POLICY

It is important that parents/guardians cooperate with this Health Policy. These policies are enforced to protect the well-being of all Club members and staff.

MINOR FIRST AID & ILLNESS POLICY

- Each Club location will always have at least one First Aid/CPR certified staff on site at all times.
- Staff shall administer band-aides, ice packs, bandages and other first aid supplies as needed.
- Club staff cannot physically apply lotion, cream, sunscreen, or insect repellent to Club members but may apply spray sunscreen and insect repellent.
- The Club is not responsible for reactions or improper usage of sunscreen, insect repellent, or any item that is borrowed from or used by Club members.
- Parents/guardians must advise the Club staff of any Club member's medical condition by completing the medical information portion of the membership form and updating information as needed.
- In case of emergency parents/guardians will be notified as soon as possible.
- Club members who stay home from school due to illness are not eligible to come to the Club that day.
- Parents/guardians must notify the Club and keep children home when the Club member:
 - Has had a fever of 100 degrees or more and should remain at home for 24 hours after the temperature returns to normal without medication to keep the temperature down.
 - Has vomited or has had diarrhea and should remain at home for 24 hours after it has stopped.
 - Has a persistent cough.
 - Has any rash fever.
 - Has open or draining skin sores.
 - Has inflamed or draining eyes or ears.

- Has a contagious illness.
- Club members who develop symptoms of a contagious illness while at the proper isolation period has passed as per recommendations of CDC & a Healthcare provider.

MEDICATION

- Medications should be administered at home whenever possible. Parents/guardians are urged to consult with the prescribing physician to determine if medications can be scheduled outside Club hours.
- Designated Club staff will administer medication according to Club policy and the Club member's medication form, which must be filled out by a parent/guardian and/or physician. **Our medication forms can be found online at <https://www.bgclubpc.org/members> or at our Club sites' front desks.**
- All prescription and non-prescription medication must be unexpired and supplied in the original labeled bottle with Club member's name and instructions for the correct dosage and frequency of administration.
- All medications will be stored in a secured/locked area at the Club and Club staff will document each time medication is administered.
- Medications found in a Club member's possession and not on record with Club staff will be confiscated and parents/guardians will be called.
- Unused portions of medications will be disposed of after 7 days if not picked up by the guardian after the completion of the school year/summer or when discontinued.
- Parents/guardians are responsible for ensuring a sufficient supply is on hand at the Club at all times.

EMERGENCY TREATMENT

In the event of an injury or illness requiring immediate advanced medical treatment, Club staff will call 911 first. Parents/guardians will be contacted as soon as possible thereafter. Club staff are not allowed to transport injured or severely ill Club members in their personal vehicle. The Boys & Girls Club of Portage County utilizes an ambulance for all emergency transportation to the nearest emergency health care facility.

LICE

If a Club member is suspected of having head lice, they will be checked by the Center Director. If an active infestation of head lice is confirmed, the Center Director will contact the parent/guardian and inform them that their child(ren) has crawling head lice and/or that lice eggs/nits have been observed attaching to the base of the hair shaft near the skin. Club Members must be picked up and treatment info will be provided. If there are nits present (i.e., no active lice), Club members may remain at the Club sites. Families experiencing repeated outbreaks of head lice will be offered additional assistance through referrals to community partners.

REPORTING PROCEDURES

The BGC strives to maintain a safe and secure environment to all Club members. We ask parents/guardians and Club members to immediately report any potentially dangerous situations to their Center Director: all reported situations will be investigated as soon as possible. If the complaint is in regard to the Center Director, the next level of authority, the Director of Operations and/or the CEO, should be contacted. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to other only on a need-to-know basis. If it is determined that a violation of this policy has occurred, BGC will take appropriate action to help ensure the safety of all Club members. This includes, but is not limited to, seeking the assistance of law enforcement officials.

When a report is received there will be a prompt and careful investigation. Club members and their families are expected to cooperate in the investigation. BGC will maintain the confidentiality of all involved whenever possible and will expect all involved to do the same.

MANDATED REPORTING

The safety and security of our Club member is our top priority. As a youth-serving organization, our staff and volunteers are mandated reporters. Wisconsin law ([48.981\(2\)](#)) requires mandated reporters who have reasonable cause to suspect that a child has been abused or neglected, or who has reason to believe that a child has been threatened with abuse or neglect, file a report of these concerns with county Child Protective Services (CPS) and/or law enforcement. Persons making reports in good faith are immune from criminal or civil liability. Persons required to report, who intentionally fail to report suspected child abuse or neglect, or threats of school violence may be fined not more than \$1,000 or imprisoned not more than 6 months or both. (s. 48.981(6)).

In addition, Wisconsin law ([175.32](#)) requires that any mandated reporter who believes in good faith, based on a threat made by an individual regarding violence in or targeted at a school, and that there is a serious and imminent threat to the health or safety of a student or school employee or the public, file a report to law enforcement. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA), within 24 hours via the Critical Incident System.

TECHNOLOGY

The Boys & Girls Clubs of Portage County has adopted the following Technology & Surveillance Policy in order to maintain a safe and secure environment for Club members, Club staff, volunteers, and others. By granting their child/Club member permission to use technology at the Club on their enrollment form parents/guardians are agreeing to our Acceptable Tech & Video Surveillance Policy outlined below.

CLUB-OWNED DEVICES & EQUIPMENT

The Boys & Girls Club of Portage County provides access to both wired and wireless networks with Club-owned equipment. Any Club member who has parent/guardian permission is permitted to utilize Club equipment for the purpose of program activities, career development, communication with experts and/or Club members, homework, and other Club activities. Additionally, Club members can use the Club's network for valid recreational purposes, however, they are discouraged from using social media during Club hours. Club members are expected to act responsibly and thoughtfully when using Club-owned technology resources.

PERSONALLY OWNED DEVICES

A personally owned device shall include all Club member-owned existing and emerging technologies and devices that can take photographs; play/record audio or video; input text; upload and download content and/or media; and transmit or receive messages or images. Personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations for Club members whose parent/guardian has granted them permission.

ACCEPTABLE TECHNOLOGY USE POLICY

Any parent/guardian who has given their child(ren) permission to use Club-owned or personally owned electronic devices within the Boys & Girls Club agrees to the following policy:

1. When using a personally owned mobile device the Club member will take full responsibility for their device and keep it with themselves at all times. Club members may not lend their device to any other Club member or Club staff. The Club is not responsible for the security of the device or loss/damage/theft of a personally owned device.
2. Club members should only use their devices to access services, networks, and files relevant to Club sanctioned programs/events.
3. Club members may not use Club-owned or personally owned devices to record, transmit or post pictures, videos or other information of or about a person or persons at the Club. Nor can any images, videos or other information recorded at the Club be transmitted or posted at any time without the expressed permission of Club staff.
4. Club members may not use a personally owned or Club-owned device to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others. This behavior is cyberbullying (bullying that takes place using emerging technologies/devices).
5. Club members are strongly encouraged to use the Club's secured wireless network. Use of cellular (e.g. 4G, 5G) wireless connections are not monitored by the Club's web-filtering equipment.
6. The Club reserves the right to monitor all traffic on its wired and wireless networks.
7. The Club reserves the right to inspect a Club member's personally owned device & Club-owned devices. Parents/guardians will be notified and allowed to be present before any such inspection takes place. Parents/guardians are free to refuse to allow Club staff to inspect a device; however, that Club member may be barred from bringing personally owned devices to the Club in the future. This decision will be at the Club's discretion.
8. In the event that the Boys & Girls Club takes away a personally owned device due to guidelines not being followed, the parent/guardian will be contacted and asked to pick up the Club member's device at the end of the day.
9. Club members must comply with Club staff requests to shut down or turn off the devices when asked. Failure to do so may result in the Club member being barred from using Club-owned devices and bringing personally owned devices in the future.
10. The Club expressly prohibits use of electronic devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.
11. Violations of any Club policies, administrative procedures, or Club rules involving a Club member's personally owned device may result in the loss of use of the device at the Club and/or disciplinary action.

Parents/guardians should read and discuss the Acceptable Technology Use Policy with their child(ren) and decide if they would like to participate in the BGC technology program.