



Boys and Girls Club of Standing Rock Membership Handbook

2024-2025



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Boys and Girls Club of Standing Rock

Handbook

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Boys and Girls Club of Standing Rock

Dear Parents and Guardians,

We would like to welcome you and your child to the Boys & Girls Club of Standing Rock– Main Unit

We are very proud of our organization and feel it is the place where Great Futures begin. Please know you are always welcome to come to the Club and tour our facility at any time or speak to one of the Executive staff to get more information on what goes on while your child is here.

We also encourage your suggestions on the programs we offer if you see a need we don't address.

We hope you find this handbook very useful.

If we have overlooked something that you would like to know, please feel free to call us anytime at (605)823-2381

Respectfully,

Marcella Yellow Hammer Director The Boys & Girls Club of Standing Rock

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

Core Beliefs:

Boys and Girls Club provide you with:

- A safe place to learn and grow
 - On-going relationships with caring adult professionals
 - Life-enhancing programs
 - Character Development experiences
 - Hope and opportunity
-

Code of Conduct

One of the Club's core beliefs is to provide a safe place to learn and grow. Positive attitudes keep the Club fun.

Below are some simple guidelines members are expected to follow...

- Respect yourself.
- Play fairly and be honest.
- Applaud the efforts of others.
- Avoid inappropriate language.
- Dress appropriately at all times.
- Running is reserved for athletics.
- Say only good things about others.
- Bring your membership card every day.
- Be respectful of Boys & Girls Club staff.
- Resolve disagreements in a positive way.
- Listen during appropriate times and assemblies.
- Be respectful of other members and their property.
- Tobacco, drugs, alcohol and weapons are prohibited.
- Participate only in program areas open to your assigned group.
- Take care of your Boys & Girls Club facility, grounds, and equipment

Membership

Membership is open to all children and youth 1st — 12th grade. A membership form must be completed and signed by a parent or guardian each calendar year, (even if you are simply renewing your membership). there is no membership fee.

The information that you provide us on your membership application is critical. We ask that every effort be made to present contact information to notify us of any changes to phone numbers (home, work, emergency contacts, etc.) and/or address changes, and as soon the information changes.

Orientations are offered to all new members and their parents. Please take advantage Membership in the Boys and Girls Club is a privilege, not a right. The Club reserves the right to refuse membership to any at any time with or without cause.

Club Location:

Main Club — 210 Main Street across Moser's Store; McLaughlin, SD 605-823-2381; Director Marcella Yellow Hammer.

Club Hours:

Our Clubs are open for the kids from

Monday through Thursday

4:30 pm cst until 8:30pm cst during the school year.

Friday's

we are open from 2:00pm — 5:00pm cst.

Office Hours

Monday-Friday

are from 9:00am to 5:30pm cst

Summer Hours vary because it is scheduled around summer School hours.

The Club will be closed for the following holidays:

New Year's Day

Martin Luther King's Day

President's Day

Good Friday

Easter Monday

Memorial Day

Juneteenth

Independence Day (4th of July)

Labor Day

Native American Day

Veterans Day

Thanksgiving Day

Friday after Thanksgiving Day

Christmas Eve

Christmas Day

If a holiday falls on a Saturday, the Clubs are closed the preceding Friday. If the holiday falls on a Sunday, the Clubs are closed on the following Monday.

Arrival Policy:

This policy allows members to come and participate at the scheduled time (1st-3rd from 4:30pm-6:30pm and 4th, 5th, 6th from 6:30pm-8:30pm) during the Club's operating hours. It is the responsibility of the parent and guardian to determine, understand and enforce whatever arrival and departure method they see fit. *The Club is not responsible if you send your child to Club and he/she is not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. Also, once the club members are signed in, they will not be allowed to leave the club as we are worried about their health and welfare.*

Members should NOT be dropped off prior to the opening of any facility, as the Club cannot be held responsible for the supervision of such youth.

Pick Up and Drop Off Procedures

In order to provide a safer environment, PLEASE do not call the Club and ask for the child to be sent outside. We ask parents to physically escort their child in and out of the facility upon arrival and departure. All Club members must be signed in and out by a parent upon arrival and departure. Members and guests are welcomed and supervised inside the Club. The staff does not grant permission for kids to leave the Club. If someone else will be picking up your child, this should be arranged in advance and will require a signed note from the parent or guardian. Teens that are age 13 and above can be walkers and are required to leave at 15 minutes prior to closing time.

Remember it is your decision, if our Club rules meet you and your child's needs!

Transportation:

Transportation from schools is provided in a limited capacity to the Main Street Club and to Bear Soldier South. The Boys and Girls own two new vehicles and are responsible for registration, full insurance, gas & maintenance of the vehicles. The Boys and Girls Club provides a licensed driver. *Parents, guardians, or custodians have signed standard release forms to identify the Club of any accidents that may or could occur during transport.* Please stress to your club member the importance of good behavior on the van.

- **After 3 written incidents** the club member will not be allowed on the van, parents will be responsible after transportation. All parents with vehicles are encouraged to provide transportation to and from the club.

Transportation / Van Policy

BOYS AND GIRLS CLUB VEHICLE USE POLICY

Vehicles are essential in accomplishing job duties, are expensive, and may be difficult to replace. When using BGC vehicle(s) employees/individuals are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and

guidelines. BGC vehicle(s) shall be permanently marked as BGC property unless otherwise provided for by the board.

Employees shall notify the Executive Director if BGC vehicle(s) appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

Accidents shall be reported immediately to the Executive Director for insurance purposes. Operator may be subject to an alcohol and drug test.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, will result in disciplinary action, up and including discharge.

In certain circumstances, a BGC-owned vehicle may be provided for certain employees in order to carry out their assigned duties. BGC vehicle(s) should be housed on determined property during non-working hours and used by employees only to carry out their job duties as needed. BGC requires that no personal items other than incidentals be stored in the vehicle. The vehicle is to be locked each night with work articles stored either in the lock box or trunk during times when the vehicle is not in use. There will be no personal use of BGC owned vehicle(s) unless otherwise noted.

In instances where BGC-owned vehicle is provided to an employee on a 24-hour basis, it is BGC policy that only personal use allowed would be commuting between an employee's home and his/her work. Under IRS regulations, this commuting is considered personal use and is required to be reported as compensation subject to Federal and State taxes FICA withholding. Individuals driving BGC vehicle(s) may have occasions where incidental stop is necessary between business stops. Such a use shall not be considered to be a violation of this policy. All personal BGC-owned vehicles(s) shall be valued in accordance with IRS regulations and be included on employee's W-2.

All personnel utilizing BGC owned vehicle(s) or utilizing their personal vehicle for BGC business shall file a copy of valid State of South or North Dakota Drivers License and certificate of liability insurance with the Executive Director.

Transportation Policy

Boys & Girls Club of Standing is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. Boys & Girls Club of Standing only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

DRIVERS:

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

VEHICLE

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
 - Each vehicle should be inspected as outlined by DMV by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
 - Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
 - Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
 - Each vehicle must have a complete first-aid kit that satisfies state licensing requirements. • Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements. • Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
 - The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.
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Supervision:

Our staff is trained as youth development professionals. Trained volunteers often support our staff. A staff member and/or trained volunteer will oversee each of our designated program areas.

- **Please take the time to remind your child of the need to follow Club rules and directions AT ALL TIMES** whether staff member or a volunteer give said directions. All our staff and our volunteers. All our staff volunteers must have addressed a criminal background check to work with children.

Volunteers

Volunteers are an integral part of the Boys & Girls Club of Bowling Green experience. We welcome volunteers who wish to share their time and/or talents. If you or someone you know would like to volunteer at the Club, please stop by and pick-up a volunteer application or visit our website.

Background checks and an orientation are required of all volunteers prior to being able to work with our youth members.

Custodial Documents

The following legal documents must be filed with the Boys & Girls Club addressing custodial issues:

- Temporary Custody Order
- Termination of Parental Right
- Statement of Guardianship

Restraining Orders In the event custodial arrangements change, it is the responsibility of the parent to notify the Boys & Girls Club and provide current documentation

Member Rights & Responsibilities:

- Respect for yourself
- Play fair and be honest
- Applaud the efforts of others
- Avoid inappropriate language Dress appropriately all times
- Running is reserved for outdoor activities or the gym
- Say only good things about others
- Know your membership number
- Be respectful of Boys and Girls Club staff and volunteers
- Resolve disagreements in a positive way
- Listen during appropriate times and assemblies
- Be respectful of other club members and their property Tobacco, drugs, alcohol, and weapons are prohibited.
- All tattoos must be covered at all times.
- Participate only in program areas open to your assigned groups
- Take care of your Boys and Girls Club facility, grounds, and equipment

5 Core Areas of Programs

1. Character and Leadership

2. Education and Career Development
3. Arts
4. Sports, Fitness and Recreation
5. Health and Life Skills

Priority Outcomes

1. Academic Success
 2. Good Character and Leadership
 3. Healthy Lifestyles
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Acknowledgement of Responsibility to Report Child Abuse/Neglect:

The Boys and Girls Club has an obligation and legal requirement to abide by minimum childcare standards as established by law. Our facility is licensing, rules, and codes of professional ethics. All our actions as childcare providers are considered purposeful and premeditated unless proven otherwise.

Our policy complies with statutes and law. The following are our procedures for identifying child abuse and neglect.

A Tribal/State 960 Child Abuse form will be submitted to the Child Protection Services

Definition of Child Abuse:

1. Whose parent or guardian, or custodian has abandoned the child or has subjected the child to mistreatment or abuse.
2. Who lacks proper parental care through the actions or omissions of the child's parent, guardian, or custodian.
3. Whose environment is injurious to the child's welfare.
4. Whose parent, guardian or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care, or other care necessary for the child's health, guidance, or well-being.
5. Who is homeless, without proper care, or domiciled with child's parent, guardian, or custodian through no fault of the child's parent, guardian, or custodian.
6. Who is threatened with substantial harm.
7. Who is sustained substantial harm or mental injury as indicated by injury to the child's intellectual or psychological capacity evidenced by observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior with due regard to the child's culture.
8. Who is subject to sexual abuse, sexual molestation, or sexual exploitation by the child's parent, guardian custodian or any other person responsible for the child's care.
9. Who was subject to prenatal exposure to abusive use of alcohol or any other controlled substance not lawfully prescribed by practitioner as authorized under South Dakota law.

Signs of Abuse and Neglect:

- Indicators of Physical Abuse
- Unexplained bruises or welts
- Unexplained burns
- Unexplained fractures
- Unexplained lacerations or abrasions
- Child is wary of or suddenly frightened of caregiver or someone in the household
- Child tells parent of injuries or abuse
- Child shows behavior extremes-aggressiveness or withdrawal.

Indicators of Physical Neglect:

- Lack of consistent supervision
- Unattended physical needs (diapers changes, bottle feeding, no meals, or snacks)

Indicators of Emotional Abuse:

- Failure to thrive
- Speech Disorders
- Habits disorders (sucking, rocking, biting)
- Extreme behaviors

Indicators of Sexual Abuse:

- Difficulty walking or sitting
- Pain or itching in genital area
- Bruises or bleeding in external genital
- Child tells parents of sexual contact by caregiver or another household member
- Talking in sexual terms.

Our Reporting Policy:

The Club is mandated by Law to report any unreasonable cause to suspect that a child under the age of eighteen has been abused or neglected. Our Club will report any suspicion to the Department of Social Services and SRST Child Protection Agency or the Tribal Law or State Law enforcement Agencies. Failure to report any suspicions could result in our Club staff and volunteers being brought up on criminal charges.

Our staff will take the following actions:

Write an incident report of the behavior, marks, or statements that indicated abuse maybe occurring.

The incident report will be given to the Executive Director.

The Executive Director or designated shall report the incident and cooperate fully with any investigation this does not preclude individuals of such incidents.

If there is a complaint to Department of Social Services, SRST Child Protection Agency that involves a staff member or volunteer the following procedure will apply

1. Any staff member who suspects a staff member or volunteer of child abuse will inform the Executive Director and who will inform the Department of Social Services and SRST Child Protection or Law enforcement will be immediately notified.
2. This does not preclude any staff from individually reporting their suspicion of child abuse.
3. This does not preclude any staff from individually reporting put on leave until the investigation is complete. They will not have any contact with children while under investigation.
4. Any staff member shall be terminated if convicted of child abuse. If a complaint is sexual abuse is filed, the staff member is immediately terminated and will not be rehired.
5. The staff and Executive Director will not cooperate fully in any investigation of any staff member or volunteer.
6. The circumstances of a child with any other staff, volunteer, Board Member or community person.
7. This applies to any suspicion that is reported, even that occurs during Club hours, and on Club property or after Club hours and not on Club property.

Dress Code:

Child and Youth should dress comfortable and wear clothes that allow them to participate in typical Boys and Girls Club activities and programs.

We will expect the following:

- **Clothes-** Inappropriate clothing of any kind is not to be allowed in the Club Members wearing clothes such as clothes that are too short, too tight, or too revealing in anyway or clothing with questionable or distasteful advertising will be asked to change or leave immediately.
 - This also applies to dresses that may signify any gang affiliation, such as caps worn sideways, pant leg folded up, etc. This judgement will be held solely at the discretion of the Club staff. All Club members participate in outdoor activities, weather permitting, so please dress them appropriately.
- **Footwear-** Shoes and socks must be worn at all times. Flip-flops, sandals, and cleats are discouraged as are any other open-toed shoes for safety reasons.
 - Club members may not be allowed to participate in certain activities if open-toed shoes are worn. The best advice is to wear tennis shoes/walking shoes every day.

Field Trips:

The Boys and Girls Club provides a variety of opportunities for our members to participate in activities off Club property that support our core belief and programs.

Each excursion requires a signed permission slip and any necessary programs.

Each excursion requires a signed-up permission slip and any necessary fees prior to departing.

Members and parents are reminded that all our Club rules extend to field trips.

- *Members who fail to follow our rules and general Club expectations for appropriate behavior will prompt an immediate call to the parent or guardian to remove that member from the field trip at their own cost.*
 - *A parent or guardian must be available by telephone at all times during Club field trips in the event a staff member needs to contact you.*
 - *Each club member must fulfill 80% of their attendance and participation; they must also behave well without any incidents to be allowed to go on field trips.*
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Technology Acceptable Use Policy

CLUB MEMBER USAGE

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: Boys & Girls Club of Standing Rock reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at

their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or • Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying: Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media. • Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Monitoring and inspection: Boys & Girls Club of Standing Rock reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Club of East Providence reserves the right to inspect and/or review personally owned devices that are brought to the Club.

Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Club of Standing Rock reserves the right to monitor communication

and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

Loss and damage: Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Parental notification and responsibility: While the Boys & Girls Club of Standing Rock Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Club of East Providence to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Club of Standing Rock Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Club of Standing Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

Discipline Policy:

The Boys and Girls Club strives to keep the consequences to unacceptable behavior clear, timely and appropriate. ***The safety of all members of the upmost importance to us. Our standards, along with the expectations that all members us a good common sense, exists to ensure that your child and every other child at the club can safely enjoy the Club's activities.*** A member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences. ***First-time offences are never excused such as and will be handled on their severity.***

- A. The Club will use positive guidance, redirection, and consultation with members on an incident as the first step of our discipline policy.
- B. The Club will employ as a second step on discipline for an incident will be applied against our incentive system that our Club uses; there will be a first warning; second warning and the member loses ten points; and on the third warning the members' incentive points earned for that day will be removed from their total points and the member will be sent home for the rest of the day. If bad language is used, the member shall lose 15 points and if arguing or fighting occurs the member loses 20 points and 50 incentive dollars based on incidents.
- C. The Club staff will be solely responsible for discipline consequence, under no circumstances will be a club member administer form of discipline and apply to siblings from the same family who are club members.
- D. All staff for volunteers will NOT place a member in isolation or time out; the above policies are to be followed or in extreme circumstances the following will be applied
 - a. Parents will be called to remove any member who has failed to curb his/her disruptive behavior for themselves, fellow members, staff, or visitors.
 - b. When a member is suspended it is his/her responsibility to let you, the parent/guardian know. A phone call may be made to you if time allows. Please understand that it is very difficult for the staff to interrupt programming to call you and speak at that great length about behavior that has already occurred and has led to the suspension of the child.
 - c. We will complete a written suspension report that we will give to the member or to the parent and you should pick up your child in person. In some cases, a suspension report will be mailed to you if the situation dictates such as need.

We want to assure all parents and guardians that in exercising our discretion on discipline, our staff and volunteers are prohibited from using frightening or humiliating punishment such as things listed here:

- Withholding meals or snacks
- Use of substances such as soap, pepper or hot peppers sauce for punishment.
- Hitting, pinching, shaking, spanking, or inflicting corporal punishment
- Restriction of movement by binding or enclosing in confined spaces.
- Verbal abuse, threats, or derogatory remarks about the child or their family.
- Disciplinary actions may include, but are not limited to the following
- Verbal counseling
- Loss of points for the day under the incentive program
- Suspension from program area

- Loss of club privileges
 - Suspension up to two weeks
 - Indefinite suspension until the situation can be resolved by the parent/guardian is consulted Expulsion (permanent suspension)
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Expulsion or Termination of Services

A member may be terminated if there is excessive fighting, arguing and abusive language, acts of violence to staff, volunteers, or to other Club members; attend the club while intoxicated or under the influence of illegal substances, have weapons or an illegal, and or alcohol on their persons. These are not inclusive of all perceived violations. *The parents, guardian, custodian shall be informed in writing and any authority, such as Department of Social Services, SRST Child Protection Services and Law Enforcement.*

- ****Please note that any time a law is broken in or around the Boys and Girls Club or it is suspected that a member or guest has broken the law and fled to the Club to avoid the authorities, the police will be notified immediately. The Boys and Girls Club is not a haven or refuge for those illegal acts or fleeing the authorities.**

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected by policy, to maintain full control of any situations that occur in their program area and will not tolerate anything that threatens that control, in appearance and/or manner. If you have any questions please call the Club, your support and involvement as the parent/guardian is vital to your success.

Consequences for Negative Behavior

^{1st} Incident- Verbal Warning

^{2nd} Incident- Club members will be sent home immediately and will not be able to return for one full day of club activities.

Consequences for Violent Behavior

^{1st} incident- Club members will be sent home immediately and will not be able to return for three full days of club activities. Violent behavior includes but is not limited to slapping, hitting, kicking, punching, threatening, bullying.

Phone Calls:

Our Club phones are for business only. Members should only receive phone calls in emergencies only. Our lines need to remain open in the event of emergency. Please make all necessary arrangements before your child comes to the Club so that you do not have to call the Club and your child does not have to call you.

Personal Belongings:

- All personal belongings brought to the club are the responsibility of that child. The Boys and Girls Club is not responsible for lost, damaged, or stolen items. Please discourage your child from bringing money or items of value to the Club. All backpacks, bags, and coats should be clearly marked with your child's name on it

Bullying Policy

The Boys & Girls Club **DOES NOT** tolerate bullying. Club members are expected to follow these rules:

- We will not bully others
 - We will try to help students who are bullied
 - We will make it a point to include students who are easily left out
 - When we know somebody is being bullied, we will tell an adult supervisor and an adult at home
- Fighting is not allowed at the Boys & Girls Club
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Accidents:

- The Boys and Girls Club strives to maintain a safe and secure environment. There is an assumed risk in many of our programs, including but not safe limited to sports. Please feel safe knowing our trained staff is attentive to providing the safest environment possible. The completed membership application authorized the Club staff to seek medical treatment for members if necessary, and that any associated cost for such care the possibility of the parent/guardian. We do not provide medical insurance for members. In the event of serious injury, the staff will call 911 immediately and then call the parent/guardian or alternative emergency contact information. Updated contact information is crucial for this reason. Club staff are not responsible for outside accidents. Incidents when members are not signed in for club activities.
 - Infestations or Contagious Conditions
 - Any and all suspected transferable infestations or transmittable contagious conditions will be addressed fully in the following manner and without exception:
 - Parents or Guardians will be contacted for immediate removal of the member from the Club.
 - e Proof of treatment from the health care facility and written approval from Unit Director is required before a child is allowed back into the Club.
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Food: The Boys and Girls Club understands and appreciates the need for a healthy diet among all of us members. It is our goal to encourage healthy eating habits that promote the well-being of our youth. We provide a snack and a meal every day, the club is open. Also, all club members are prohibited from eating in any program except the dining area. During hot summer months, water bottles are encouraged.

Volunteers: Volunteers are an integral part of the Boys and Girls Club experience. We welcome volunteers who wish to share their time and/or talents. If you or someone you know would like to volunteer at one of our Clubs, please stop by and pick up a volunteer application. Background checks are required of all volunteers prior to being able to work with the children and youth.

Programming: The Boys and Girls Club expects to be the best youth development organization and our staff are trained youth development professionals. They are hired for their engaging, energetic, and enthusiastic skills. Programs are offered in five core areas — Character & Leadership Development, Education & Career Development, Health & Life Skills, The Arts, and Sports, Fitness and Recreation.

Parental Involvement:

Parental involvement is encouraged and valued at the Club. We hold Parent's Nights on third Wednesday of every month, Recognition/Birthday dinners of Club members are held on the Second Friday of every month. At these events all accomplishments will be shared with the parents. The Club has an open-door policy and parents are welcomed to attend any sessions that Club holds. If there are any specific concerns or issues with your child, the Club staff is willing to schedule a special time to meet with parents/guardians.

There are volunteer positions open if any parent has skills, talents, or wishes to donate time and energy with any program or special event, please do not hesitate to contact the Club to decide. The club has board committees that the parents may want to serve on; this allows the parents to be involved directly in policy and are encouraged to attend. All parents/volunteers must pass a background check prior to volunteer activities. We have handbooks and forms for volunteers.

Confidential Policy:

During their employment, Club employees and volunteers have access to confidential information related to the Club and particularly its members.

Except with the express permission of the Executive Director employees may not at any time during or after their employment, use, duplicate or disclose by any means any such information to any unauthorized person or Club entity.

Moreover, the very fact that an individual is served by the Club must be kept private and confidential; disclosure can be made only under specific conditions described below for reasons relating to law enforcement and fulfilling the Club's mission.

As such, employees shall not disclose any information about a person including the fact that he or she is not served by the Club; to anyone outside of the Club unless authorized by the Executive Director or other authorized personnel. The principle of confidentiality must be maintained in all programs, departments, functions, and activities.

The following will be rules followed:

No information requested by someone outside of the Club may be given over the telephone.

No information about individuals or records may be released to state, federal, or other agencies that enable the identification of any person by name, address, social security number or other coding procedures.

- *If records are inspected by an authorized to do so by the individual who records belong.*
- *Taking of notes or removal of records is specifically prohibited in such cases.*
- *Staff may not discuss any individual's record with unauthorized individuals, whether on or off duty.*

Health Policy

It is important that parents and guardians cooperate with the Health Policy. Our regulations are designed to protect the well-being of all members.

If your child becomes ill at the Club, all attempts will be made to notify the parent/guardians of the member.

Please do not bring your child to the Club if they become ill before leaving home. This is especially important if their illness is infectious or contagious.

Members who come to the Club sick WILL be sent home. The parents or guardians will be notified.

Examples of specific illnesses where a member may be denied access to the Club:

- Fever
- Skin Rashes
- Any Contagious Illness
 - Head Lice
 - Ring Worm

It is the policy of the Boys & Girls Club of Standing Rock not to administer any prescriptions or non-prescription medicine to members at any time. Band-Aids and ice packs will be the only first aid provided.

Medication: The Boys and Girls Club is not allowed by policy to dispense, store and/or oversee medication of any kind, including alt non-prescription medications.

Safety

The Boys & Girls Club of Standing Rock strives to maintain a safe and secure environment. There is an assumed risk in many of our core programs, including, but not limited to sports.

Please feel safe in knowing that our trained staff members are attentive to providing the safest environment possible. The completed membership application authorizes the Club staff to seek medical treatment for a member, if necessary, and that any associated costs for such care are the responsibility of the parent or guardian. The Boys & Girls Club does NOT provide medical insurance for members.

In the event of a serious injury the staff will call 911 immediately and then call the parents/guardians or alternative emergency contacts. This is one more reason why updated contact information is your responsibility and crucial to your child's well-being.

Personal Property

All personal property brought into the Club by a youth is the responsibility of that youth. The Boys & Girls Club is **NOT RESPONSIBLE** for lost, damaged or stolen items.

Please discourage your child from bringing anything to the Club that is not completely necessary, especially money or electronics.

Necessary items, such as backpacks and jackets should be clearly marked with the member's name. Items that are not collected from our lost and found in a timely fashion will be donated to a local charity.

Phone Calls

Our phones are for Club business only. Members should use the phone or receive calls in emergencies only. Our lines need to remain open in the event of an emergency. Please make any necessary arrangements before your child comes to the Club so that you do not have to call the Club and your child does not have to call you. Children are allowed to call their parent/guardian after 4:30pm CDT if necessary.

Change of Policy or Services

All changes of service or policies will be made by the Board of Directors and such decisions that impact immediately upon services, parents and community will be notified by public information such as newspaper and radio ads, letters to the parents. If the Club is cancelled for weather, training etc... notification will occur on KLND radio to inform the public.

Contacting us

Please do not hesitate to speak to a staff member or Unit Director whenever you have a question or concern.

Main Unit 210 Main Street, McLaughlin SD
Phone: 605-823-2381
Fax: 605-823-4103

Email: bgclub@westriv.com
receptbngcsr@gmail.com

ROLE OF PARENTS/GUARDIANS

Parents and guardians play vital roles at the Boys & Girls Club of Standing Rock. It is important that the parents and guardians be involved with the growth and development of each member.

For volunteer opportunities please check our website or call us at (605) 823-2381

By signing below, you acknowledge that you understand the rules and policies of the Boys & Girls Club of Standing Rock and request that your child be admitted into membership. You may detach this sheet from the handbook and take the handbook with you so you and your child can read the policies and keep as a reference. You acknowledge that you will explain the rules to your child if any questions arise.

You may contact the Club Director if you require further explanation.

Parent/Guardian Signature

Date

ROLE OF MEMBER

I understand that by breaking the rules and policies of the Boys & Girls Club of Standing Rock may be grounds for suspension or loss of membership privileges.

I also agree to act like a productive, responsible and caring citizen. By signing this you agree to honor the Club Rules and Policies during activities whether at the Club, on a field trip, in a Club vehicle, or at a Club sponsored event.

Member Signature

Date

HR Department: 501 (c) HR Services

Phone: (800)258-2163

South Dakota Department of Labor and Regulation

Phone: 605.773.3681

Division of Labor and Management
123 W. Missouri Ave.
Pierre, SD 57501

CONFIDENTIAL HELP

National Child Abuse Hotline

(Call or Text): 800-422-4453

- *Provides free 24/7 access for adults and youth to a professional child abuse crisis counselors who offer crisis intervention and confidential referrals.*

Child Safety Helpline

866-607-SAFE (7233)

Praesidium provides employees, volunteers, parents, and youth with confidential or anonymous guidance and support for addressing, suspicious or inappropriate behaviors regarding children.

IHS Child/Sexual Abuse Hotline

855-SAFE-HIS (855-723-3447)

Provides the opportunity to report a child abuse and sexual abuse to Indian Health Service.

Ethics Point Hotline

866-295-3701 | ethicspoint.com

Provides employees, volunteers and parents anonymous reporting of any unethical or illegal workplace activities.

Crisis Text Line

Text CLUB to 741741

Provides free 24/7 access for adults and youth to confidential support with trained crisis counselors.

Report to Child Protection Services

Standing Rock Sioux Tribe Child Protection Services

(605)823-2311

Provides access for adults and youth local anonymous reporting of child abuse and/or neglect.