

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS
OF LINCOLN/LANCASTER COUNTY**

PARENT/MEMBER HANDBOOK

Revised 2025

School Site Hours

Park Middle School:	Mon-Fri	7:00am-8:00am, 3:00pm-7:00pm
NorthStar High School:	Mon-Fri	3:00pm-6:00pm
Lincoln High School:	Mon-Thu	3:00pm-6:00pm
	Friday	3:00pm-5:00pm

Park Middle School Program Fee: \$35 per child, per school year

North Star/Lincoln High School Program Fee: Free to all members

Membership applications must be renewed every school year.

Visit us on the web:

www.lincolnbgc.org

www.facebook.com/bgclincoln

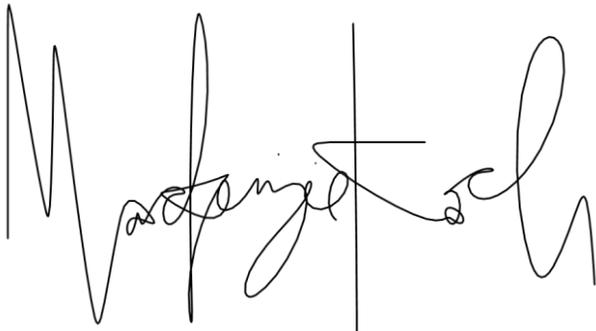
Dear Parents/Guardians:

BGC provides programs that are designed to encourage Club members to realize a wide variety of positive outcomes, a strategy for developing the “whole child.” Great Futures Start Here!

The Boys and Girls of Lincoln/Lancaster will provide your child with the following:

- A Safe Place
- Dedicated Space for Homework Help
- Nutritious Evening Meals
- Access to the Latest Technology
- Leadership, Education, Health, Art and Recreation Programs
- Career Development Education
- Workforce Development
- Mentoring Opportunities

Thank you for your support.

A handwritten signature in black ink, appearing to read "Mackenzie Koch". The signature is fluid and cursive, with a vertical line separating the first and last names.

Mackenzie Koch

*Director of Club Operations &
Program Development*

TABLE OF CONTENTS

TABLE OF CONTENTS	3
ABOUT THIS HANDBOOK	4
MISSION, VISION AND CLUB VALUES.....	5
Parent/Guardian Grievance, Questions, or Concerns	5
Formula for Impact	6
Workforce Development Framework.....	6
Five Core Program Areas	7
Youth Development Outcomes	8
Boys & Girls Club Code.....	10
Member Agreement	11
Bullying Policy	12
Member Pick Up	12
Open Door Policy	14
Misconduct Policies and Procedures.....	14
Smoking Policy	17
Informal Guidance	17
Telephone Use Policy.....	17
Referrals.....	17
Medicine Policy.....	17
Dress Code Policy.....	17
Personal Belongings/Lost & Found.....	18
Use of Technology.....	18
Weather/Scheduled School Closings	19
Artwork & Photographs	19
Outcomes Measurement.....	19
Food Program	19
Health & Emergency Procedures.....	19
BGCL Drug-Free Workplace Policy.....	19
BGCL Member Supervision Policy.....	20
BGCL Incident Reporting Policy.....	21
BGCL One on One Contact Policy.....	23
BGCL Restroom and Locker Room Policy.....	24
BGCL Transportation Guidelines and Procedures.....	25
BGCL Traveling with Members Policy.....	28
BGC Lincoln/Lancaster Staff Contact Information.....	21
Sign Off Agreement.....	22

ABOUT THIS HANDBOOK

This Parent/Member Handbook is expressly intended for the use of the members and parents and guardians of the Boys & Girls Club of Lincoln/Lancaster Co. This Handbook sets forth basic policies and expectations for member conduct.

In all cases of interpretation of this Handbook, management decisions are final. The Club may modify any part of this Handbook at its sole discretion, without prior notice. This Handbook supersedes and replaces all previously existing Club employee handbooks or personnel policy manuals.

ALL CLUB MEMBERS/PARENTS AND GUARDIANS ARE EXPECTED TO FOLLOW THE POLICIES AND PROCEDURES OUTLINED IN THIS HANDBOOK. ANY VIOLATION OF THESE OR ANY OTHER CLUB POLICY, PRACTICE OR PROCEDURE WILL SUBJECT A MEMBER TO DISCIPLINE, UP TO AND INCLUDING REMOVAL FROM CLUB.

Members should refer questions concerning the contents of this Member Handbook to the Director of Club Operations and Program Development, Mackenzie Koch at mkoch@lincolnbgc.org.

Our **MISSION**....

Is to empower all youth to reach their full potential.

Our **VISION**....

To provide the following:

- *Provide Clubs in Lincoln near schools that have the greatest need*
- *Provide the Boys & Girls club model program that is facility based, with diverse programs.*
- *To train staff of youth development professionals that are screened and trained to run quality programs.*
- *Not to duplicate services and programs, but to provide a tighter safety net for children and youth.*
- *To outreach and partner with other similar services in Lincoln.*
- *To bring in the richness of the traditional programs existing in the community to the Club and our kids.*

Our **VALUES**....

1. *We put people first*
2. *We lead with integrity*
3. *We're excited by change*
4. *We have fun!*

Parent/Guardian Grievance, questions, or concerns

The Boys & Girls Clubs of Lincoln/Lancaster supports open communication with parents and guardians. If a parent has a grievance, question or concern, the parent or guardian should speak directly to the Program Director at their respective site.

Our Formula for Impact

To achieve our priority outcomes, Boys & Girls Club serves all youth by providing an outcome-driven Club Experience that includes the Five Key Elements for Positive Youth Development, high-yield activities, regular attendance, and targeted programs.



We seek to provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan, demonstrating good character and citizenship, and living a healthy lifestyle.

Workforce Development Framework

Our workforce development framework seeks to build the community of Lincoln by investing in the kids that will grow to lead it. The program is based on three foundational pillars: Career Exploration and Matching, Skills Development and Work-Based Learning Experiences.

With a sturdy career development program in place, Lincoln will be able to remain competitive and stop the movement of young professionals to surrounding areas and to fill the thousands of available jobs in Nebraska.



FIVE CORE PROGRAM AREAS

Our Clubs provide diverse activities that meet the interests of all youth. Our Clubs implement five Core Programs that engage young people in activities with adults, peers and family members that enable them to develop self-esteem and reach their full potential. The five Core Program Areas provide a framework for programming in the Boys & Girls Clubs of the Midlands. The five Core Areas that our Clubs offer include:

Character and Leadership Development: The Character and Leadership Development Core Program Area empowers youth to support and influence their Club and community, to sustain meaningful relationships with others, to develop a positive self-image, to participate in the democratic process and to respect their own cultural identities as well as those of others. Examples: “TEENSupreme” Keystone Clubs, Torch Clubs, Youth of the Year, leadership training for junior staff, community service projects, town hall meetings, youth councils, etc.

Education and Career Development: The Education and Career Development Core Program Area enables youth to become proficient in basic educational disciplines, to apply learning to everyday situations and to embrace technology to achieve success in a career. Examples: POWER HOUR, homework help, The Ultimate Journey, tutoring, newspaper clubs, puzzles, educational games, motivational reading programs, typing skills and Internet exploration. Quality of life can be improved by using computer technology.

Health and Life Skills: The Health and Life Skills Core Program Area develops in youth an understanding that positive behavior can nurture their own well-being, can help set personal goals and can help them live successfully as self-sufficient adults. Examples: *SMART Moves, Street SMART, SMART Girls, Passport To Manhood, Youth for Unity,*

Triple Play, Money Matters & Teen Initiatives

The Arts: The Arts Core Program Area enables youth to develop their creativity and cultural awareness through knowledge and an appreciation of the visual arts, crafts, performing arts and creative writing. Examples: *Drawing, dance, festivals, painting, photography, puppetry, sculpture, storytelling, woodworking.*

Sports, Fitness and Recreation: The Sports, Fitness and Recreation Core Program Area develops in youth fitness, positive use of leisure time, skills for stress management and appreciation for the environment and social skills. Examples: *Team sports (baseball, basketball, football, soccer, volleyball); Individual sports (track and field, tennis, golf, gymnastics, martial arts, wrestling); Tournaments (billiards, table tennis, board and table games).*

The individual core services areas all have rules and regulations specific to that area that must be followed for members to participate in programming. All these areas have their specific rules and regulations posted!

Youth Development Outcomes

We strive to support youth development in these capacities!

Positive Self-Identity

Youth have a healthy self-concept, a strong belief in their own self-worth and a sense of hope about their future. They are adept at setting and attaining goals; confidently making the necessary decisions to achieve their plans.

Competencies

Youth have the knowledge, skills, strategies and attitudes necessary to have a positive foundation for success. Youth become competent by mastering tasks, demonstrating to them that they can do things well. They develop competence in the following areas:

- ***Educational:*** Youth are proficient in basic educational disciplines and have the capacity to utilize technology. Having graduated from high school, they are motivated to pursue learning opportunities throughout their lives.

- **Employment:** Youth have the skills and attributes to be successful in the work force. They are motivated to constantly develop new skills and hone existing skills to maintain a competitive edge.
- **Social:** Youth are able to develop and sustain positive relationships with others.
- **Emotional:** Youth are able to recognize, reflect on and appropriately express their emotions, manage stress and cope with positive and adverse situations.
- **Cultural:** Youth have an understanding and respect for their own cultural identity and for the cultures of others; they are able to contribute in a multicultural society and demonstrate tolerance for differences among people.

Community and Civic Involvement

Youth have a sense of belonging to their community, family and/or group and are willing to take civic responsibility. They work closely with others to contribute to the greater good.

Health and Well-Being

Youth live healthy lifestyles, take part in regular fitness activities, can access health care resources and engage in positive behaviors. They use sound judgment about personal safety, nutrition and avoidance of alcohol and drugs.

Moral Compass

Youth have values enabling them to develop positive relationships with others. These values include honesty, a sense of justice and fairness, respect and caring.

Our challenge in the Boys & Girls Clubs Movement is to engage youth in activities that are fun and enjoyable while supporting the development of the capacities described above. This is accomplished through Club programs and in discussions between staff and Club members. Caring, capable staff forge relationships with young people and influence their ability to succeed in life.

Membership is a Privilege

Membership is open to children between the ages of 11 to 19 years of age.

Discipline and Conduct

If members conduct themselves in a disorderly fashion or disregard the rules of the Club, the Club's staff or volunteers will discipline them accordingly. Referrals to outside organizations for assistance may be required, and suspension or expulsion from the Club may take place, if deemed suitable to the offense. The decision to discipline is in the sole discretion of the Club and may include but is not necessarily limited to the revocation of membership privileges. The parent or guardian of the member who was disciplined will be notified as soon as possible of the problem and disciplinary action taken.

THE BOYS AND GIRLS CLUB CODE

- **Integrity** -- I will demonstrate the highest standards of individual conduct, personal accountability, integrity, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **Excellence** -- I will strive to meet the highest standards of performance, quality, service, and achievement.
- **Honesty** -- I will communicate directly, respectfully, honestly, and openly, and avoid misrepresentation.
- **Human Centeredness** -- I will support human centeredness by promoting a working environment that embracesthe similarities and differences all people bring to the organization.
- **Respect** -- I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** -- I will take responsibility for my actions and decisions and remain a careful steward of the funds and resources entrusted to me.
- **Compliance** -- I will comply with BGC's Code of Ethics, handbooks, policies, procedures and all laws and regulations affecting BGC.

Basic Rules and Guidelines

Guidance and discipline are essential to creating a learning environment that is positive, supportive, safe and effective. Please review the following general rules and disciplinary consequences that will guide the club. It is imperative that both members and parents/guardians understand the expectations of the program as well as the potential consequences. We ask that you discuss the information listed below with each member in your home. We appreciate your efforts and thank you for your continued support in makingappropriate behavior a priority for all children.

BGC Members are asked to adhere to the following agreements.

As a BGC member I promise to:

- Treat others with respect
- Use polite and kind words
- Respect BGC staff and Club property
- Respect others and their belongings
- Keep hands and feet to themselves
- Ask permission before leaving BGC areas
- Avoid fighting, bullying, and teasing
- Follow the before/after school schedule
- Only eat or drink in designated areas
- Resist peer pressure
- Take responsibility for their actions
- Stand up for their beliefs
- Resolve conflicts nonviolently
- Respect everyone's background, including cultural, racial, gender, and ethnic diversity
- Help others when needed
- Tell the truth
- Clean up after themselves
- Take pride in who they are

Unacceptable Behaviors

While it's impossible to list every unacceptable behavior, here are examples that may lead to disciplinary action:

- Breaking the promises in the Member Agreement
- Presenting a danger to self, others, staff, or Club property
- Bringing weapons, tobacco, alcohol, or drugs to the Club
- Vandalizing Club property
- Entering restricted areas of the Club
- Disobeying rules for field trips and vehicle safety
- Stealing
- Harassing other Club members, staff, or volunteers

Disciplinary Actions

Failure by the child and/or the parent/guardian to comply with BGC Rules and Regulations must be documented by staff and may result in disciplinary action. Members may be alerted with warnings or time-outs, written or verbal assignments, and/or discussions that involve the child, parent/guardian, and staff. Repeated failures to comply beyond such initial warnings may result in further disciplinary action, including suspension

and/or expulsion from the program, where the child cannot participate in the BGC program for a period, to be determined by BGC staff as appropriate. Two or more documented suspensions from the program may result in termination from the program, where the member may not continue to participate in the program for the duration of the year. Staff will document and consult with the parent/guardian in every instance of the child and/or the parent/guardian's violations of Rules and Regulations and disciplinary procedures taken.

Bullying Policy

The Boys & Girls Club is dedicated to a safe, respectful environment. Bullying is not tolerated in any form, whether verbal, physical, electronic, or social. Aggravated bullying, motivated by factors such as race, religion, gender, sexual orientation, appearance, or socioeconomic status, will also not be tolerated.

If an act of bullying is observed, staff or volunteers will take immediate steps to intervene and, if needed, report it to a supervisor and document the incident. The Club Director or designated staff member will inform the parent/guardian of any involved members if the issue is unresolved. Based on the situation's severity, intervention, counseling, or even referral to law enforcement may be applied.

Thank you for your support in creating a respectful, positive environment at the Boys & Girls Club! We're here to partner with you in fostering a safe, inclusive community for every member.

Middle School Member Pickup Policy

Member pickup will take place at The Boys & Girls Club. Parents or guardians for all middle school members must come into the Club to get their student. If someone else is to pick them up, the directors must have written instructions directly from the parent or legal guardian. Please do not phone in to tell your student you are outside unless this has been previously approved by the site Program Director.

Late Fee

Parents/Guardians are expected to be timely in picking up their child from the Club. A late fee of \$1 per minute each minute after 10 minutes after the clubs have closed.

If a child has not been picked up within 10 minutes of the program end time, staff will:

- Contact all enrolling parents to ensure a ride is on their way
- If parents are not reached, staff will then use emergency phone numbers
- If the student has yet to be picked up 30 minutes after dismissal, staff are instructed to call Child Protective Services.

If Parents/Guardians know they are going to be late, please notify BGC Administration. Frequent recurrences will require Executive BGC memo of understanding (MOU).

In the case of repeated late pick up, BGC of Lincoln/Lancaster reserves the right to remove the participants from the programs they are enrolled in. We regret that program fee refunds cannot be given under these circumstances.

(The members will not be able to return to the club until the fee has been paid.)

Emergency Pick Up Incidents

In case of an emergency and your student needs to be picked up due to, but not limited to, sickness, behavioral issues and site emergencies there will be a 45-minute timeframe in which your student will be required to be picked up or staff is notified to call Child Protective Services.

High School Member Check In/Out Policy

1. **Check-In/Check-Out Requirement:** All high school members must check in with a staff member upon arrival and check out before leaving the facility. This process will be recorded in our MyClubHub system, allowing us to keep an accurate record of attendance.
2. **Personal Responsibility:** By checking out independently, high school members acknowledge their responsibility for leaving the Club in a safe and timely manner. We encourage students to communicate with their parents or guardians regarding their departure and arrival plans.
3. **Parental Communication:** We recommend that parents or guardians discuss and confirm after-school plans with their high school students to ensure clarity and peace of mind.
4. **Emergency Situations:** In the event of an emergency, staff will attempt to reach a parent or guardian using the contact information provided in the member's profile. If your student needs to be picked up due to, but not limited to, sickness, behavioral issues and site emergencies there will be a 45-minute timeframe in which your student will be required to be picked up or staff is notified to call Child Protective Services.
5. **Immediate Departure:** Once a student has been checked out, they must promptly exit the premises through the designated exterior doors.

Restricted Access: Students are not permitted to re-enter or access any other part of the school building after being checked out unless prior arrangements have been communicated

Open Door Policy

The Boys & Girls Club of Lincoln/Lancaster operates on an Open Door Policy. This policy allows members to come and go at any time during the Club's program operating hours under the following conditions:

- Children may arrive and depart with approved pickup or advance approval of a parent or guardian.
- Children may leave the program on their own only if a walking waiver form is signed and returned by a parent or guardian.

Once members leave the building, they are not allowed back in on the same day unless approved by the site Program Director. Members are required to sign out.

Thus, it is the responsibility of the child and the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Supervision is not provided once the child leaves our facility.

Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. 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.

Misconduct Policies and Procedures

This policy aims to provide a safe, positive, and supportive environment for all high school students in our after-school program. Students who engage in specific behaviors may be subject to suspension, intended as an opportunity to reflect and correct behavior before reintegration into the program. Below are the guidelines for suspension, covering the behaviors that may warrant temporary or potentially permanent removal, and the length of suspension based on severity and recurrence.

1. Zero-Tolerance Behaviors: Immediate Suspension

The following actions may result in an immediate suspension for a **minimum of one month** or longer, depending on the severity and circumstances:

- **Drug and Alcohol Use or Possession**
Any use, possession, or distribution of drugs, alcohol, or drug paraphernalia within Club premises or at Club-sponsored events is strictly prohibited. Violation results in immediate suspension, potentially escalating to a ban based on the offense.
- **Physical Violence**
Engaging in physical aggression, including fighting, assault, or any form of physical intimidation, will result in immediate suspension. Severity of consequences may increase if the violence results in injury to others or involves group participation.
- **Weapon Possession or Use**
Bringing any weapon or dangerous object onto Club property or events will result in an immediate suspension and potential further disciplinary action, including law enforcement involvement if warranted.

2. Serious Misconduct: Suspension After Warning

These behaviors warrant an initial warning but, if repeated, may lead to suspension for a **minimum of one week**:

- **Inappropriate Language and Offensive Remarks**
Use of derogatory language, profanity, sexual remarks, or any offensive, discriminatory, or threatening statements against others is unacceptable. A verbal warning will be issued

initially from BGC staff, but recurring incidents will lead to suspension. Severity is escalated if comments are targeted at others' race, gender, sexual orientation, or religion.

- **Harassment and Bullying**

Bullying, harassment, or any form of intimidation is prohibited and results in suspension upon repeated offenses. This includes verbal harassment, social exclusion, spreading rumors, or cyberbullying when using Club resources.

3. Disruptive or Repeatedly Inappropriate Behavior

These behaviors may result in suspension after multiple warnings or interventions, usually lasting **1-3 days**:

- **Property Damage or Vandalism**

Deliberately damaging Club property, supplies, or personal belongings of others may result in suspension. Restitution for damages may also be required as a condition for reinstatement.

- **Refusal to Follow Rules and Guidelines**

Consistent refusal to comply with Club rules, including disregarding instructions from staff or engaging in disruptive activities, may lead to suspension if behavior does not improve after interventions.

4. Procedure for Suspension

- **Initial Warning and Documentation**

For most behaviors, staff will issue a verbal and documented warning, discuss the issue with the student, and contact parents or guardians as necessary.

- **Suspension Notification**

If suspension is warranted, parents/guardians will be informed, and a suspension letter will be provided outlining the reason for suspension, length, and conditions for return.

- **Reinstatement Meeting**

In some instances before the student's return, a meeting may be held with the student, a parent or guardian, and a Club staff member. The goal is to ensure the student understands Club expectations and develops strategies for positive participation.

Exceptions and Escalations

The Boys & Girls Club of Lincoln/Lancaster County reserves the right to extend or escalate disciplinary actions in the case of severe or repeated violations. In situations where legal issues are involved, the Club may also involve law enforcement. All suspensions are documented and considered in future decisions regarding the student's Club membership status.

Smoking Policy

The Boys & Girls Clubs of Lincoln/Lancaster and all its sites and grounds are smoke-free.

Informal Guidance

The Club and its staff keep identifiable information and personal conversations in strict confidence. However, certain information may be disclosed or communicated if it involves safety or legal matters.

Telephone Use

The Boys & Girls Clubs of Lincoln/Lancaster maintain telephone lines in each unit. The primary purpose of these lines is to conduct Club business. **Calls by members will be allowed on Club phones only in cases of emergency.** Unless an incoming call is an emergency, a message will be taken rather than calling the child to the telephone. This policy is in place so as not to disrupt the learning process. The Club believes that members' use of Club telephones is a privilege, not a right of membership and may be revoked at any time. **Use of cellular phones is strongly discouraged.**

Member Cell Phone Use Policy

In order to promote a safe, respectful, and engaging environment for all members, the Boys & Girls Club maintains the following policy regarding cell phone use:

1. Cell phones may only be used during designated times or when explicitly permitted by Club staff. Members are expected to keep their phones stored away during all other times.
2. The use of cell phones to take photos or videos is strictly prohibited unless supervised and approved by a staff member. This is to ensure the privacy and safety of all members and staff.
3. Accessing or using any social media platforms while at the Club is not permitted. This includes, but is not limited to, TikTok, Instagram, Snapchat, Facebook, X (formerly Twitter), and other similar applications.
4. During approved phone use times, members may use their phones for:
 - i. Text messaging with friends or family
 - ii. Playing age-appropriate games
 - iii. Listening to music with headphones
 - iv. Other personal use that does not involve social media or photo/video sharing
5. Club staff reserve the right to limit, restrict, or revoke phone use privileges at any time if the device is being used inappropriately or becomes a distraction to programming.

Failure to follow this policy may result in the temporary or permanent loss of cell phone privileges while at the Club.

Referrals

If your child, or children, wants or needs help we may refer you to an outside agency for assistance. The Club takes no responsibility for any information or assistance given to a member or their parent or guardian by any such outside agency.

Medicine Policy

It is the policy of the Boys & Girls Clubs of Lincoln/Lancaster *NOT* to administer any prescription or non-prescription medicine to members at any time. Medications may be stored at the Club, but staff will not be able to administer the medications to a Club member or child.

Dress Code

A member's personal appearance is the primary concern of the member and his/her parent(s)/guardian(s). However, the Boys & Girls Clubs of Lincoln/Lancaster believe that members' appearance should contribute to a positive learning environment. The Club's administration will determine the appropriateness of the dress of members.

Our Boys & Girls Club adheres to a dress code policy that is consistent with the standards outlined by LPS dress code. This alignment ensures a cohesive approach to maintaining a respectful and inclusive environment for all members

Clothing which displays writing that promotes drugs, alcohol, tobacco, sexual activity or violence is not allowed, nor is clothing with vulgar or derogatory wording.

Dress identified by the Boys & Girls Clubs of Lincoln/Lancaster as gang apparel is not allowed. Any item worn or carried to identify a person as a gang member is not allowed.

Personal Belongings / Lost and Found

The Boys & Girls Clubs of Lincoln/Lancaster are *NOT* responsible for any personal belongings that are lost or stolen at the Club. Please encourage your child, or children, to keep up with their belongings.

Articles lost or stolen are not the responsibility of the Club. Members must take home all projects and personal belongings each day. Lost and Found items are collected and kept for one week. To claim an item in question, it must be described to a staff member at the front desk. All unclaimed items will be donated.

Use of Technology

Computers and iPads are available for student academic use in BGC programs. BGC upholds LPS standards of decency in computer/iPad use and members will lose computer/iPad privileges should they engage in any conduct that BGC finds inappropriate. Such conduct includes, but may not be limited to, accessing pornography or violent or disturbing images, playing games without express consent, engaging in plagiarism, or accessing prohibited sites.

Failure to uphold these agreements could result in a warning, suspension, or revocation of the member's online privileges. You will be notified if there are any violation incidents and given the option of restricting your child to non-internet computer use.

Weather/Scheduled School Closings:

When schools are closed due to weather emergency, in service training, winter/spring break etc. the Club will be closed as well.

Artwork and Photographs

I give the Boys & Girls Clubs of Lincoln/Lancaster full permission to use and keep (if the club member so chooses) my child's artwork; photographs or moving pictures they may take; for The Club's Marketing and Development Department. This may include, but not be limited to, the web site, brochures, ads, newsletters, flyers, displays, or gifts to donors and board members.

Outcomes Measurement

Periodically, Boys & Girls Clubs of Lincoln/Lancaster will survey and interview your child to find out what his/her behaviors, skills and attitudes are in regard to issues such as health risk habits, positive self-esteem, respect for diversity, education and educational resources, positive relationships, career choices, and connection to community, as well as his/her experiences at The Club. The purpose of these surveys and interviews is to help find out how well the Club is meeting your child's needs and to identify areas which may call for further attention. This information will remain private, and only your child's Club Program Director and assigned research assistants will be able to look at his/her responses.

Your child's responses will be automatically grouped together with responses of other Boys & Girls Club members for any public presentation of the findings.

Food Program

Boys & Girls Clubs, with the support of USDA Food Program, provides a nutritious evening meal during the school year. Your child will receive a meal each day at no additional cost to you.

Health and Emergency Procedures

It is important that parents and guardians cooperate with the Health and Emergency Procedures. Our regulations are designed to protect the wellbeing of all members. In case of an accident or emergency involving a member, which requires medical attention, proper medical aid will be sought. The parent or guardian will be notified as soon as possible of any emergency and any medical attention administered to the member. If expenses for medical services are incurred, it is the member's parent or guardian's responsibility to pay for all medical costs. Parents or guardians must promptly notify the Club of any phone number or address change so that they can be contacted in case of an emergency.

Boys & Girls Clubs of Lincoln/Lancaster County **Drug-Free Workplace Policy**

Boys & Girls Clubs of Lincoln/Lancaster County (BGCL) is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, BGCL maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs (including but not limited to marijuana, controlled substances, or alcohol) in the workplace presents a danger to everyone.

As a federal grantee, The Boys & Girls Clubs of Lincoln/Lancaster County has a duty to comply with the requirement of the Drug-Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or using illegal or unauthorized drugs.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Employees are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.
- Employees taking a legal drug which potentially affects job safety or performance is responsible for notifying their supervisor and/or Club leadership immediately. If the organization and the employee's physician have determined that the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties or determined that a reasonable accommodation can be made, the employee may commence work. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.
- Employees must notify their supervisor and/or Club leadership, within five (5) days,

of any criminal drug statute violation.

- Employment with the organization is conditioned upon full compliance with the foregoing drug and alcohol-free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Boys & Girls Clubs of Lincoln/Lancaster County further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy including, but not limited to, the inspection of Club-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug- and alcohol-free workplace policy.

Should any staff, volunteer, or board member violate this policy, Boys & Girls Clubs of Lincoln/Lancaster County will take appropriate disciplinary action, up to and including termination.

Boys & Girls Clubs of Lincoln/Lancaster County
Member Supervision Policy

Club activities should be under continuous supervision by a Club staff and should maintain reasonable ratios when supervising youth.

BGCL Recommended Ratios:

Activity Type	Staff	Youth
Drop-in	1	15
Instructional	1	15
Group Clubs	1	15
Teams	1	15
Day Camp	1	15
Day Trips	1	15
Swimming	1 lifeguard	20 swimmers

Boys & Girls Clubs of Lincoln/Lancaster County is committed to providing a safe

environment. As such, all Club activities shall be under continuous supervision by a Club staff.

Staff shall not:

- Use electronic devices such as cell phones, PDAs, or other communication devices for personal use while supervising Club members.

Staff shall:

- Abide by all BGCL policies and procedures.
- Ensure at least 2 staff are present on site when supervising Club members.
- Maintain proper ratios at all times.
- Be trained on appropriate supervision tactics and behavior patterns.
- Ensure all volunteers are supervised by an adult staff member.
- Immediately notify their Club Director and/or submit a written Incident Report detailing supervision issues or incidents.
- Ensure all Incident Reports prepared by that Staff member are sent to the Club Director.
- Ensure all exceptions to this policy are approved by the Club Director prior to the Club Activity.

BGCL and all staff understand that volunteers are never to be considered staff and are not included in supervision ratios.

Boys & Girls Clubs of Lincoln/Lancaster County
Incident Reporting Policy

Mandatory Reporters:

Boys & Girls Clubs of Lincoln/Lancaster County (BGCL) staff/volunteers that have knowledge, or suspect, any child has been subjected to child abuse or neglect, or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, or suspect any child may be subject to criminal activity, are required to report the information. Failure to report may constitute a violation of Nebraska law and may be grounds for discipline, up to and including termination/dismissal.

Boys & Girls Clubs of Lincoln/Lancaster requires documentation of all safety incidents that may impact staff, volunteers, members, and others that visit the Club. Additional, Boys & Girls Clubs of America requires all member organizations to report the following critical incidents within 24 hours:

- A major medical emergency with a child, staff, or volunteer at a Club site or Club-sponsored activity leading to extended hospitalization, permanent injury or death, or a mental health crisis with a child requiring outside care.
- A child who may be abducted or missing from a Club site or Club-sponsored

activity.

- An instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation against any child (Club-related or not) by a current employee or volunteer or any Club-related instance by a former employee or volunteer.

- An instance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation by a youth towards another youth at a Club site or

Club-sponsored activity.

- A known or suspected felony criminal act committed at a Club site or Club-sponsored activity.

- The misappropriation of organizational funds.

- A felony criminal action or civil legal action that would be reportable to an insurance carrier involving the organization, its employees or volunteers, or the change in status of an open court case.

- Negative media that could compromise the reputation of the organization or the Boys & Girls Club brand.

- Any other incident deemed critical by the organization.

The Boys & Girls Clubs of Lincoln/Lancaster County is committed to ensuring the safety of its members, staff, and volunteers. Any employee or volunteer of BGCL who becomes aware of an incident, as defined in this policy, shall immediately report it to Club leadership. Unless otherwise instructed, leadership is responsible for reporting the incident to authorities and BGCA, and executing the organization's Crisis Communication Plan.

Safety incidents include, but are not limited to:

- Missing children
- Bullying behavior
- Policy violations
- Inappropriate activity between adults and youth
- Inappropriate activity between multiple youth
- Minor and major medical emergencies
- Accidents, including slips and falls
- Threats made by or against staff, volunteers, and/or Club members
- Physical assaults and injuries, including fights
- Allegations of abuse
- Criminal activity, including theft and robbery

Boys & Girls Clubs of Lincoln/Lancaster County
One-on-One Contact Policy

Boys & Girls Clubs of Lincoln/Lancaster County (BGCL) is committed to providing a safe environment for Club members, staff, and volunteers. To further ensure Club member safety, BGCL will avoid all one-on-one interactions between Club members and staff and volunteers, including volunteer board members.

Individual staff and volunteers shall NOT:

- Have a private one-on-one meeting or communication with a Club member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one Club member at a time. This includes transportation in personal and Club vehicles. If this is not deemed possible, staff shall use electronic means (such as Facetime) to avoid one-on-one contact alone with Club members.

Staff and volunteers shall:

- Ensure meetings and communications (in-person and virtual) between Club members and staff/volunteers include at least 3 individuals.
- Ensure in-person meetings take place in areas where other staff and/or Club members are present.
- Communicate to another staff if an emergency situation arises.

Staff will follow these guidelines for communication with Club members:

- Calls:
 - Staff/volunteers will only make calls directly to Club members on Club landline and Club cell phones when they are available, where all calls are tracked and logged on the Club's phone system with time/date/length of calls recorded. All calls on personal phones shall be tracked and logged accordingly.
- Texts:
 - Staff will maintain 2 staff on all texts to individual Club members. Staff will never text individual Club members directly without including another staff in the group conversation. Volunteers will not text individual Club members.
- Emails:
 - Staff will only email Club members from their Club email account. They will never use a personal email to contact individual Club members. All email correspondence will be CC'd with the Club Director, or in the case of the Club Director, the CEO. Volunteers will not email individual Club members.
- Social Media/Video Chat/Video Games:
 - No social media contact will be allowed between individual staff/volunteers and individual Club members.
 - Staff/volunteers will not be allowed to interact in any way via social media, video games, video chatting, or other similar methods with individual Club members.

Exceptions may only be made in emergency situations or when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an

emergency situation. All exceptions shall be documented and provided to Club leadership.

Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, Boys & Girls Clubs of Lincoln/Lancaster County will take appropriate disciplinary action, up to and including termination.

Boys & Girls Clubs of Lincoln/Lancaster County Restroom and Locker Room Policy

Boys & Girls Clubs of Lincoln/Lancaster County (BGCL) is committed to providing a safe environment and enforces the following restroom and locker room policies for members, staff, volunteers, and other adults.

Restrooms and locker rooms shall be regularly monitored by designated staff at a scheduled interval by Club leadership. Monitoring includes routine site checks, walkthroughs, and inspections. No audio or video recording device use is allowed in restrooms and locker rooms, including cell phones.

- **Locker Rooms:** Before youth members enter the locker room, staff should complete a sweep of the facility to ensure no unauthorized adults or youth are inside. Staff should position themselves outside the locker room changing area near the door in order to be visible and within listening range without infringing on members' privacy. Exterior locker room doors should remain open when in use by youth, as long as this does not violate the privacy of those inside.

- **Single Stall Restrooms:** Single stall restrooms shall only be used by one person at a time and the exterior door will be shut and locked to alert others that they must wait to enter.

- **Adult Restroom Usage:** When possible, adults and members shall not utilize restroom facilities at the same time. Adults will only utilize the restroom when no youth are in the restroom, and youth will only use the restroom when no adults are in the restroom.

- **Adult-Only Restroom Available:** Clubs that have designated restrooms for members, and a separate restroom designated for adults shall not allow adults to utilize the member restrooms. The member restroom facilities are for youth only.

- **Gender Non-Conforming Restroom Usage:** BGCL is committed to providing a safe environment by allowing every youth, staff, volunteer and other adult to utilize the restroom facilities consistent with their gender identity. The Club Director will meet with gender non-conforming parties to discuss their preference and the Club facilities available and confirm that the person is comfortable with the restroom plan. The person may opt for increased level of privacy in the restroom by shutting the exterior door to the restroom and using an occupied sign outside of the door to alert others that they must wait to enter.

- **Field Trip Restroom Usage:** BGCL is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults while on a field trip and/or utilizing a shared space, including public access to restrooms used by Club members.

- a. **Multi-stall Restrooms:** On a field trip or public restroom, youth shall never enter a restroom alone, unless it is a single stall restroom that is empty. Youth shall follow the "rule of three" in using public restrooms, with at least 2 youth and an adult walking to the restrooms, or at least 3 youth entering a multi-stall facility together.

- b. When they can, staff/volunteers will monitor and clear public restrooms before use by members, to ensure that the facility is free of adults, and clear of youth not with the Club program, before allowing youth to use the facilities.

- c. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open, when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or deemed ineffective.

Boys & Girls Clubs of Lincoln/Lancaster County **Transportation Guidelines & Procedures**

Field Trips

Periodically, Boys & Girls Clubs of Lincoln/Lancaster County (BGCL or "Club") will provide opportunities to take members on trips from Club locations. Each Club Director is responsible for ensuring the staff provide a safe and positive experience on these trips.

The following guidelines and procedures must be followed:

- Any trip from a BGCL location requires a signed permission slip by a parent or guardian.
- Trips are a privilege and not a right. Only members that behave in the Club should go on trips outside the Club. Staff will routinely remind members and parents of this understanding.
- Staff will review the key points of trip guidelines with parents during the orientation process.
- Only currently active members may go on BGCL trips.
- Members must have a completed permission slip, signed by their parent or guardian in order to go on a trip. Permission cannot be given over the phone.
- When necessary, special instructions should be written on the permission slip to give parents as much information as possible to help have their child prepared for the field trip. For example, dress warm with hat, boots, gloves, coat, and an extra pair of pants if it is a sledding trip.
- For overnight or longer trips (over 60 miles away), a letter explaining the trip with a packing list, emergency phone numbers, power of attorney, hotel address and phone number must be given to parents. A special parent orientation must be held as well for

overnight trips to orient parents and members to the trip's purpose, rules, and expectations.

- Two excursion rosters must be completed for each trip. One roster stays at the Club locations and the other roster with permission slips are taken on the trip by the lead staff.
- On all trips, chaperones are assigned members for the duration of the trip. That staff member has total responsibility for those children during the trip.
- Members are checked in prior to boarding and departing the vehicle.
- Control and planning are essential on all trips.
- Staff should remember the field trip group represents the Club anytime we leave the premises.
- Staff will review expectations/rules, as well as what Club members will see or participate in, prior to the trip so members are adequately prepared for every trip.
- Field trips may only involve destinations described on the permission slips. Changes can only be made with written permission of parents.
- All permission slips must be filed in member's file upon return from the trip.
- All excursion rosters must be filed in a file by year.
- Club Directors will write thank you letter/notes (if appropriate) upon returning to the Club

Other Transportation Procedures

- Any youth transported to the Club from a designated pick-up site must be a current Club member
- There is no smoking allowed in BGCL vehicles.
- All Club members **MUST** wear seat belts/restraints and safety equipment at all times during the transportation service.
- There is no texting or cell phone use allowed by staff while driving
- Drivers must perform a basic check of the vehicle prior to each trip.
- Single Club members should not be transported with only 1 staff member in the vehicle.
- Club members should not be transported in personal vehicles.
- Vehicle doors must be locked when the vehicle is in motion.
- Drivers of 10-passenger vans must be at least 21 years of age, complete a BGCL van driver safety training program annually and meet BGCL driving eligibility requirements.
- Drivers of 12-15-passenger People Movers or passenger vans must be at least 25 years of age, complete a BGCL van driver safety training program, 12-15-passenger van training, and meet BGCL driving eligibility requirements annually.
- Current and valid vehicle driver's licenses are retained in personnel files.
- Appropriate staff-to-member ratios are to be maintained on all trips.
- **STAFF SEATING** on buses and vans:
 - When more than one staff member is riding in the vehicle, staff should be assigned seats to maximize visual coverage of the Club members while on the vehicle. For example, staff must be assigned to the very last bench on the vehicle to be able to see the entire vehicle ridership during the trip and the rest of the staff should be staggered throughout the vehicle. This is not a time for staff to talk with each other. **SUPERVISION OF MEMBERS** is continuous until members arrive back at Club locations and have been picked up by their parents.

- The staff driver must NEVER leave children unattended on the vehicle.
- A signed and completed parent permission slip must be on file at the Club prior to a youth being allowed to be transported to the Club from school.
- The staff driver is responsible for having a list of eligible riders with him/her at all times.
- Youth not on the approved list will not be eligible to be transported - NO EXCEPTIONS.
- At each pick-up site, the driver will turn off the vehicle, exit the vehicle and stand by the door to check off/scan eligible riders as they board or depart the vehicle.
- Using a 10-passenger van: These vans can only transport 10 total people, including the driver, at one time (9 members and 1 driver or 8 members and 1 driver and 1 staff member)
- Using a 15-person People Mover or 15-passenger van: These vans can only transport 15 total people, including the driver, at one time (14 members and 1 driver or 13 members and 1 driver and 1 staff member)
- Upon arrival at Club locations, the driver will park the vehicle and the youth will walk to the front door of the club.
- The driver/staff member must physically check all seats on the van/bus to ensure all passengers have departed prior to parking the van/bus.

- In case of emergency...
 - If a Club member becomes ill, staff should contact the Club and remain with the child until it is determined how to best treat the youth.
 - If the vehicle breaks down, staff shall have the Club members exit the vehicle to a safe area and contact the Club Director immediately for assistance.
 - In the case of an accident, staff will pull the vehicle off the road to a safe area, check all passengers to make sure they are safe and, if possible, lead all passengers to a safe area. Staff will contact the Club Director immediately, contact the police, complete an accident report, and collect all information from the other drivers.

Boys & Girls Clubs of Lincoln/Lancaster County
Traveling with Members Policy

Boys & Girls Clubs of Lincoln/Lancaster County (BGCL) is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

BGCL only provides transportation to and from Club locations and approved off-site locations.

BGCL only transports youth in Club vehicles or other vehicles approved by BGCL leadership.

Staff shall not:

- Transport Club members in personal vehicles.
- Transport one member at a time.
- Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from Club-related activities.

Staff shall:

- Only transport members in official Club vehicles .
- Ensure at least 1 other person (BGCL staff or Club member) is present when transporting members.
- Abide by the one-on-one contact policy when transporting members.
- Keep an updated list of all youth who are transported to and from Club locations while on Club-related activities.

Drivers shall:

- Keep a log of all youth who are picked-up and dropped off.
- Perform regular checks to ensure all Club members are picked-up and dropped-off at the appropriate times and locations.
- Immediately notify BGCL leadership if there is a delay or issue with transporting members to and from Club locations on Club-related activities.
- Submit written reports detailing issues or incidents involving transporting members to BGCL leadership before leaving on the day of the incident.
- Have a valid driver's/operator's license issued by the state of Nebraska
- Annually pass the Boys & Girls Club of America online drivers' safety course

*See BGCL Transportation Guidelines and Procedures for detailed transportation processes

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Director of Club Operations & Program Development: Mackenzie Koch –
mkoch@lincolnbgc.org
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Boys & Girls Club of Lincoln - North Star

North Star High School
5801 N 33rd Street. Lincoln, NE 68504

**Program Director: Steavie
Hergenrader-Reed**

Phone: (402) 413-7204

Email: sreed@lincolnbgc.org

Must be a student at North Star to attend this program

Boys & Girls Club of Lincoln - Park

Park Middle School

855 S. 8th St. Lincoln, Ne 68508

Program Director: Sophia Garcia

Phone: (402) 327-1498

Email: sgarcia@lincolnbgc.org

Must be a student at Park to attend this program

Boys & Girls Club of Lincoln – Lincoln High

Lincoln High School

2229 J St, Lincoln, NE 68510

Program Director: Alexis Reick

Phone: (402) 413-8376

Email: arieck@lincolnbgc.org

Must be a student at Lincoln High to attend this program

