



BOYS & GIRLS CLUBS
OF COACHELLA VALLEY

Parent Handbook

Revised: July 2024

Boys & Girls Clubs of Coachella Valley

Welcome to Boys & Girls Clubs of Coachella Valley. We strongly believe that open communication between parent(s) and staff is essential to fully meeting your child's needs. We look forward to developing a positive relationship between you and your child. Here at Boys & Girl Clubs of Coachella Valley, providing a quality program in a safe environment is our highest priority. Activities and programs are planned to stimulate thinking, creativity, and individuality. We strive to give your child a suitable environment conducive to learning and growing.

This handbook (which includes several of our operational policies) shares information and ideas with parents to promote understanding of our programs. Please reach out to your Branch Director or the Director of Operations if you have any questions or comments.

Our Mission

To save and enhance the lives of the young people in our community.

Our Vision

To provide opportunity and instill hope in all youth within our reach so they can reach their full potential.

Core Beliefs

A safe place to learn and grow that promotes respect and integrity.

Quality and innovative programs of the highest standards.

Ongoing relationships with caring, professional staff and volunteers.

An organization driven by its mission and vision.

Hope and opportunity.

Hours of Operation

School Session - 2:00 -7:00 pm Monday-Friday

Summer Session - 7:30 am-5:30 pm Monday-Friday

Hours are subject to change, so please check with staff to verify current hours of operation. Also, please note that we observe all legal holidays and close periodically for maintenance. Signs will be posted, and children will be notified well before any scheduled closure.

Drop-off and Pick-Up

Please do not drop your kids off before our opening time, as there will not be staff outside to supervise them, and please pick them up by closing time each day.

Parental Tours

Safety is our top priority, so parents will not be permitted to participate in our program areas. However, you can sign up for a tour to witness the program. See the Branch Director for more information.

Challenging Behavior

Enrollment is open without discrimination to any child aged 6 – 17 (high school seniors who are 18 can attend the program as well) the program can meet the needs of. This includes providing a safe environment for all, which means proper behavior is expected by everyone who enters our facility. We will encourage appropriate behavior, such as walking at all times in the building, keeping the facility clean and unmarred, respecting others, and using acceptable language.

Parent Responsibilities

- Abide by all rules and regulations outlined in the Parent Handbook and others discussed during registration/orientation
- Pay the non-refundable membership registration fee
- Notify staff of any medication your child is taking
- Provide ongoing up-to-date emergency contact information
- Pick up sick or injured child in a timely fashion
- Pick up child within one hour of parent being contacted about their child's suspension
- Maintain ongoing communication with staff to ensure your child is taking full advantage of the programs and services offered by Boys & Girls Clubs of Coachella Valley

Refusal of Service

Boys & Girls Clubs of Coachella Valley reserves the right to refuse service for the following reasons:

- Failure of parent or child to follow the policies, procedures, and rules
- Parents of children who are physically or verbally abusive to staff
- Failure to adhere to the facilities closing time
- When the leadership team, at their discretion, believes that the continued service is not in the best interest of the child or organization

Staff

As we can only monitor our staff in a controlled and fully supervised environment, our employees are discouraged from providing childcare/youth development services after hours for any members. Boys & Girls Clubs of Coachella Valley assumes no responsibility for staff's conduct or activities outside its facility. It is our policy that our staff cannot be "friends" on any social network with our members.

At Boys & Girls Clubs of Coachella Valley, Child Safety is Job #1!

The Safety and Well-being of Young People is Our Number One Priority: We work every day to create a safe, fun environment so kids can have every opportunity to succeed. We have ZERO tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we provide significant resources to ensure this priority is achieved.

Culture of Safety: Boys & Girls Clubs of Coachella Valley continually updates robust safety policies, programs, and training for our staff and volunteers. These policies are designed to promote child safety and protect young people from threats in our society.

Safety Policies: Boys & Girls Clubs of Coachella Valley have comprehensive safety policies in place that protect youth, including, but not limited to, supervision, transportation, and communication, and prohibit one-on-one contact with anyone under the age of 18.

24-hour Toll-Free Child Safety Hotline: We require all staff, members, and families to report any incident or situation they feel is unsafe. Through our national partnership with Presidium, one of the nation's leading safety experts, Boys & Girls Clubs of Coachella Valley members and staff have access to a confidential 24-hour, toll-free Child safety Hotline, [866-607-SAFE \(7233\)](tel:866-607-SAFE) or email SafeClub@Praesidiuminc.com.

Mandatory Background& Drug Testing Checks: Conduct criminal background checks every 12 months of all employees, as well as all volunteers who have direct, repetitive contact with children, through the Live Scan and First Advantage. Background checks must also meet Boys & Girls Clubs of America (BGCA) membership requirements. In addition, Boys & Girls Clubs of Coachella Valley is a "drug-free" workplace. All prospective employees and volunteers are pre-screened and subject to random drug testing throughout the year.

Visitor Management System: To ensure the safety and well-being of our Clubs, members, staff, and volunteers, and all visitors to the Boys & Girls Clubs of Coachella Valley are screened prior to entering our facilities. The Visitor Management System screens individuals against the National Sex Offender Public Website (NSOPW) and the most recent national sex offender database available.

Safe Passage Policy: Boys & Girls Clubs of Coachella Valley requires all members to scan in and out daily with their Visions Kid Tracking card. In addition, members may not leave the club unescorted unless they are 12 years and older and have included in their membership application written parent/guardian consent.

Required Immediate Reporting: Boys & Girls Clubs of Coachella Valley's staff and volunteers are all mandated reporters. We are required to report any critical incident/safety concern to local authorities immediately. We are also required to report any critical incident to Boys & Girls Clubs of America within 24 hours.

Mandatory Annual Safety Assessments: We conduct a safety assessment each year to ensure we continually make improvements to safety at our Clubs.

Safety Training: Ongoing staff training and supervision are critical. We participate in a wide variety of child safety trainings each year and engage leading third-party safety experts to provide guidance for our policies and procedures.

Safety Committee: Boys & Girls Clubs of Coachella Valley has a dedicated safety committee to provide input and guidance on local policies and safety strategies.

State and Local Laws: We comply with federal, state, and local safety laws, including those that affect facilities and vehicles.

Safety Partnerships: Locally, we partner with local law enforcement agencies where our Clubs are located (Indio Police Department and Riverside County Sheriff's Department.) Nationally, Boys & Girls Clubs of America works with leading experts in the areas of safety, security, and technology to develop state-of-the-art solutions for Clubs. Partners include:

- National Child Safety Advisory Task Force, made up of leading experts and organizations.
- Blue Ribbon Task Force comprised of local Club leaders charged with providing input on the safety direction and key safety initiatives.
- Mental Health First Aid, a national program that teaches skills to recognize and respond to signs of mental illness and substance abuse.
- Crisis Text Line is a confidential text message service for youth in crisis.

Boys & Girls Clubs of America has advocated the passage of the U.S. PROTECT Act, which improved background screening systems and access. The national organization has also partnered with the FBI, the National Center for Missing & Exploited Children, and the Centers for Disease Control to contribute to the development of safety practices that benefit ALL youth-serving organizations.

America's young people deserve nothing less than our constant focus on their safety and our firm commitment to protect every child who is entrusted to our care at the Boys & Girls Clubs of Coachella Valley. To learn more about our national safety policies and actions, please visit Boys & Girls Clubs of America's Child Safety page, [here](#).

Emergency Procedures

Emergency Evacuation Kit: Each location of Boys & Girls Clubs of Coachella Valley will have an emergency evacuation kit to be kept in the Club Director's office. Along with the daily attendance roster, it should be taken by the designated person from the Club to the designated safe zone during an emergency evacuation. This kit will become the portable command center for the coordinator during the crisis. This kit is always updated. The Emergency Evacuation Kit should contain the following:

- A copy of the Boys & Girls Club Operations Manual
- Flashlight and batteries
- Club approved first aid kit
- 2 note pads and 4 pens

- Contact information for Director of Operations and President/CEO
- Members sign-out sheets
- Current membership roster with emergency contact information

Fire:

- Upon notification of a fire by the alarm or other staff, immediately evacuate all staff and Club members to the SAFE ZONE outside of the building.
- Dial 911 and report the fire.
- If the fire is small and contained, locate the nearest fire extinguisher, and use it on the fire. If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.
- As early as possible, immediately contact your supervisor and or the Director of Operations.
- When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Intruder:

- Be calm. Do not threaten or intimidate the intruder.
- Report situation to the staff in charge, if possible.
- Call 911 as soon as possible.
- Evacuate and secure immediate area to confine the problem.
- Lock all doors from the inside and close blinds on doors and windows.
- Make mental notes of descriptive characteristics of the intruder that can be used later.
- If a safe exit is possible from your location, evacuate members to a safe area.

Club Director Responsibilities

- Call 911
- Work with the police and or fire command
- Notify the Director of Operations, President/CEO

Program Staff Responsibilities

- Stay in designated areas, protect, and calm members.
- Lock down your program area.
- Evacuate members to proper area.

Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of a firearm. The characteristics of an active shooter situation are:

- Victims are selected at random.
- The event is unpredictable and evolves quickly.
- Law enforcement is usually required to end an active shooter situation.

When an active shooter is in:

Evacuate

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

Hide Out

- Hide in an area out of the shooter's view.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone and or pager.

Take Action

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the active shooter.

Call 911 when it is safe to do so.

When law enforcement arrives:

- Remain calm and follow instructions. Put down any items in your hands (bags/jackets).
- Raise hands and spread fingers, keeping hands visible at all times.
- Avoid quick movements towards officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling. Do not stop to ask officers for help or directions when evacuating.

Information provided to law enforcement or 911 operator:

- Physical description of shooter.
- Number and type of weapons held by the shooter.
- Number of potential victims at the location.
- Location of the active shooter and number of shooters.

Physical Injury

- Stay Calm
- Survey the scene and make sure it is safe to enter.
- Keep injured person still unless there are immediate life-threatening circumstances.
- Stay with the injured Club or staff member and assess how serious the injury is without causing further harm.

Injured Club Member

- If the injury is serious call 911 immediately.
- A staff member trained in first aid and/or CPR should be immediately notified to assist.
- Check the member's application for any allergies or other special medical circumstances. *No staff person is authorized to administer medicine.*
- First aid kits should be made available and medical supplies promptly refilled by the Club Director.
- Call the parent or guardian and inform them of the situation to determine their wishes (for non-emergencies).
- Call the President/CEO and the Director of Operations as soon as possible.
- If needed, the supervisor or his/her designee should transport the injured member to the nearest medical facility to receive appropriate medical attention.
- If the member is transported to the hospital by the staff member in charge, the Club Director should accompany the family to the hospital with the accident insurance form and Club membership form.
- If rescue personnel are summoned, the supervisor should delegate an individual to wait for the rescue team and escort them to the injured Club member.
- All witnesses to the accident should be available to speak with the Club Director and/or supervisor and cooperate in all accident investigations.
- The Director of Operations and/or the Director of Finance should immediately notify the insurance company of the accident and file an incident report.
- Show compassion, but do not commit to paying medical bills, or admit fault. If a parent or member has questions, refer them to the Director of Operations.
- The staff member in charge of the Club where the accident happened is responsible for making sure the accident insurance form is completed properly and submitted to the Administration Office.
- If the member will not be going to the hospital, complete the regular Club accident report and submit it to the Director of Operations.

Club Member Contact

All personnel and volunteers interacting with Club members are prohibited from:

- Physical displays of affection or other actions that could be interpreted as continued actions, commonly known as “grooming.”
- Staff members (and other adults) are to use designated restrooms. Members are to utilize their restrooms only.
- Placing themselves in any situation where they are alone with a single member.
- Any after-hours or off-site relations with Club members without prior approval by the organization (family assistance, mentoring program, etc.)

Private One-on-One Interaction Policy

Boys & Girls Clubs of Coachella Valley is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional. All exceptions shall be documented and provided to Club leadership in advance. If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

Definition of One-on-One Interaction

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter members during regular programming and activities.

Private contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include but are

not limited to:

- Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
- One staff member transporting one member in a vehicle.
- Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.

Public contact/communication is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members or variations of these combinations. Examples of public contact include but are not limited to:

- Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
- Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
- Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).
- Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.

Impact on Mentoring Programs

Mentorship is a key component of Boys & Girls Club programming and has tremendous positive impact on members. Prohibition of one-on-one interaction does not have to negatively affect mentor programs and/or relationship building. Mentors can adjust their practices to include:

- Holding mentor and coaching sessions in areas where other staff and/or members are present or can see you – for example, in large rooms where meetings are visible but not heard.
- Copying parents, staff, or other members (when appropriate) on written and/or electronic communications.
- Scheduling meetings during Club hours and at the Club site.
- Documenting interactions between mentors and youth.

Impact on Partnerships with Local Mentoring Organizations

- All local mentors are required to abide by Club policies, including background check requirements and prohibition of one-on-one interaction.
- External mentors are required to abide by all Club safety policies and procedures.
- A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member; these procedures should be clearly communicated to parents or guardians.
- Every interaction between mentor and youth will be documented and maintained.

Child Abuse

All Club employees are required by law to report all suspected cases of child abuse to their appropriate supervisor. Child abuse is any act of omission or commission that endangers or impairs a child's physical or emotional health and development. The act of inflicting injury or allowing injury is the determinant for intervention.

What To Look For

- Child who arrives early and leaves late.
- Avoid going home.
- Stays away from the Club for prolonged periods of time and has been a regular attendee.
- Have bruises or scars.
- Is dirty or smells and exhibits dehydration or malnutrition.
- Is fearful of other children and adults.
- Wearing clothing which is inappropriate for the weather.

Response To Emergency

Once abuse and or neglect is suspected of a parent, Club staff should:

- Inform the Club Director. The Club Director should complete a written and verbal assessment of the situation. The report should be submitted to the Director of Operations upon contact.
- The President/CEO should be contacted immediately.
- The President/CEO or Director of Operations will interview the child, only to the extent necessary to confirm the suspicion.

Once the abuse and or neglect is suspected by a staff member, Club staff should:

- Inform the Club Director or Director of Operations if the report involves the Club Director. They should complete a written and verbal assessment of the situation.
- The President/CEO should be contacted immediately.
- The President/CEO or Director of Operations will interview the child, only to the extent necessary to confirm the suspicion.
- The President/CEO or Director of Operations will call the Department of Social Services (DSS) immediately to report the incident. All reports to DSS need to be documented as to date, time, person spoken to at DSS, outcome of conversation, etc.
- Complete the DSS report and submit within 24 hours to the President/CEO.
- Staff members shall be suspended during the investigation (with or without pay will be determined by the situation in question).
- Continued employment is based on the findings of the official investigation.

Weapons & Violent Behavior

Weapons are not allowed on the properties of Boys & Girls Clubs of Coachella Valley. Members or guests possessing a dangerous weapon shall not be permitted in the Club or in any activities associated with Boys & Girls Clubs. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckle, or any other object, which, by the manner it is used or intended for use, can inflict bodily harm. In cases that clearly involve a gun, or any other weapon used in a threatening manner, the police shall be called, and the individual shall be subject to immediate disciplinary procedures, including expulsion from the Club.

Members or guests involved in violent behavior shall be subject to immediate disciplinary action, and the police shall be called. Such behavior includes assault with intent to do bodily harm, theft or extortion, arson, and sexual assault.

Preventative Action

- All inexperienced staff and new members shall receive an orientation from the Director of Operations or designated staff about organizational rules and procedures within one week of working or obtaining membership of the Club.
- Members shall be taught how to manage their anger, solve problems through smart choices and be sensitive to other people's feelings.
- Positive staff/member relationships and good communications shall help staff to be informed of potential problems and help resolve conflict situations.
- Staff shall be alert to conflicts between individuals and groups of individuals. Staff shall be able to identify threatening behavior and be aware of individuals who have a history of disruptive behavior.
- All complaints or concerns from community residents, parents and members shall receive an immediate response.
- Adequate security shall be provided to properly supervise club programs and activities.
- Exterior lighting shall be provided at all units.

Response to Emergency

- Staff should maintain visual contact and be prepared to report observations to staff-in-charge or the police.
- If possible, staff should ask a disruptive individual to accompany the staff to an area away from other members. Staff shall not persist if the individual is not cooperative.
- Staff should clear all members of the area if a disruptive individual is unwilling to accompany staff to another area. Staff-in-charge will determine if the police shall be called.
- Staff shall not attempt to disarm an armed individual physically. Circumstances, such as the staff person's knowledge of the individual involved, the nature of the weapon, or the need to act in self-defense, will affect whether a staff person intervenes. Staff are expected to remove others and themselves from the range of weapons.
- Use of force as a response to violent behavior should be the last choice of action for staff and should not be done except to protect oneself or others where serious bodily harm could occur without

physical intervention, or to prevent harm such as individuals who are fighting. Staff members who are physically assaulted should protect themselves appropriately. Getting free of the conflict should be the primary goal.

- The staff will determine if it is necessary to forcibly remove the individual, because that person refuses to leave voluntarily.
- Staff should back up and support the other staff immediately, including the staff-in-charge. All members and others should be cleared from the area to isolate the individual and the police should be notified.
- The police, not staff, should remove a severely disruptive person who refuses to cooperate.
- Staff-in charge shall direct staff to ensure the safety of members and staff until the police arrive.
- If a weapon is confiscated, it is to be turned over to the police.
- As soon as possible following resolution of the incident, staff-in-charge should report the incident to the President/CEO and Director of Operations.
- Staff should prepare a written report of the incident that should be submitted to the President/CEO.

Security

Boys and Girls Clubs of Coachella Valley is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult member of staff (18 and over) is present when supervising members.
- Must always maintain proper supervision ratios.
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

Restroom Usage

Boys & Girls Clubs of Coachella Valley is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.

- Club will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

Restroom Monitoring

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain auditory supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.
- Staff observing unacceptable restroom conditions or incidents shall:
- Immediately notify Club leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

Entrance and Exit Control

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility.

All exit doors shall have an audible alarm to discourage unauthorized use to exit or enter the facility.

Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

Facility Condition

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.

All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours.

Use of Technology

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 of 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 Clubs of Coachella Valley 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
- 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 Clubs of Coachella Valley reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of Coachella 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 Clubs of Coachella Valley 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 Clubs of Coachella Valley 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 Clubs of Coachella Valley 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 Clubs of Coachella Valley's 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 Clubs of Coachella Valley 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.

Club Supervision

All Club facilities and activities should be under continuous adult supervision with an appropriate ratio of adult staff or volunteer-to-members. Boys & Girls Clubs of Coachella Valley's acceptable minimum is always a ratio of **1 Staff to 20 Club members**.