



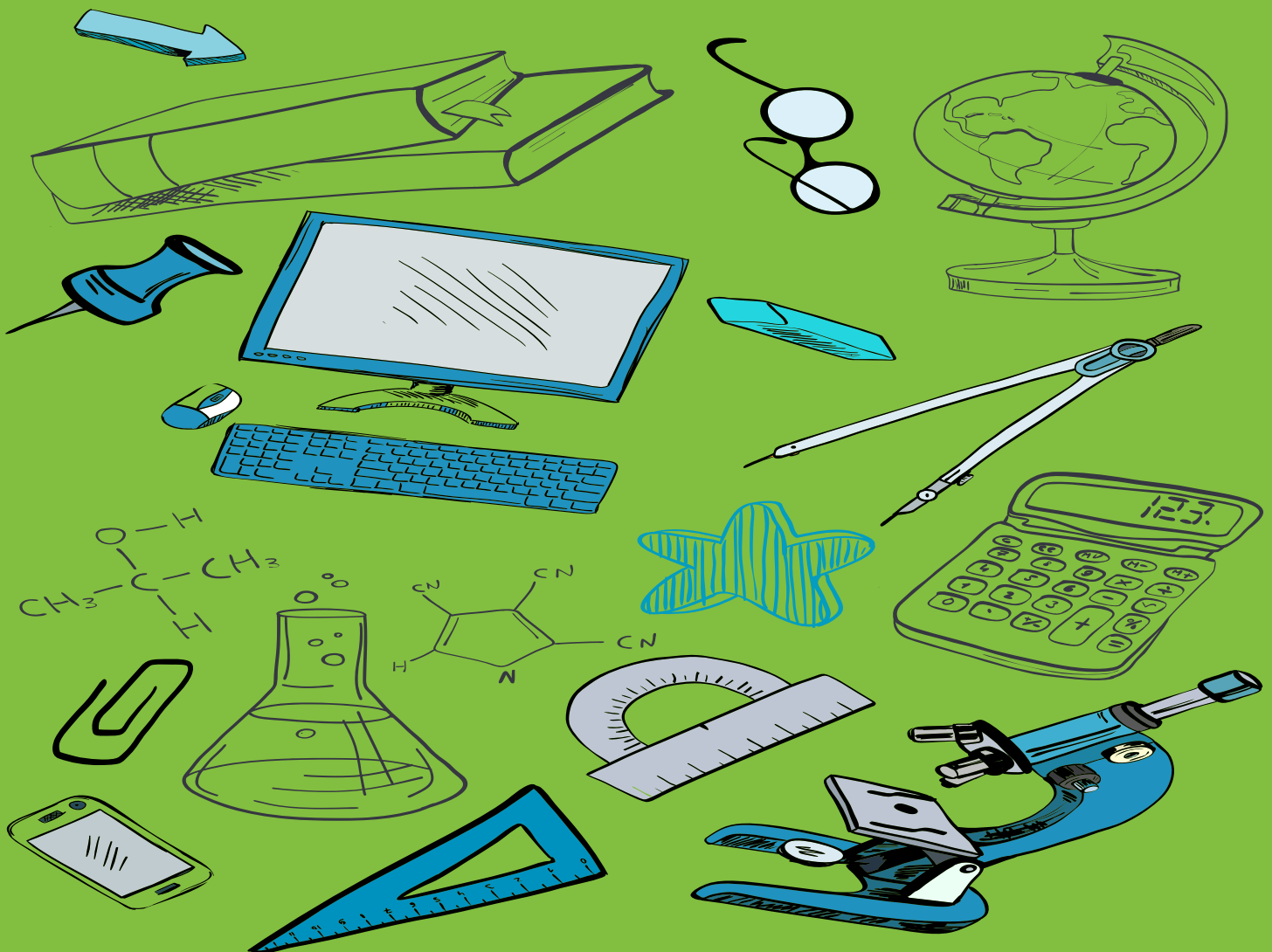
BOYS & GIRLS CLUBS
OF THE CSRA



**Great
Futures
Academy**

PARENT HANDBOOK

UPDATED JULY 2019



OUR MISSION:

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

PROGRAM FEES FOR AFTER SCHOOL PROGRAM:

Annual Registration and Weekly Program Fees vary by site- see website for pricing. For 21st CCLC Clubs only there is a \$25.00 annual membership fee per child which covers the current school term, beginning the first day of school in August and ending on the last day of summer camp. For scholarship assistance, please see Site directors.

REGISTRATION & ENROLLMENT REQUIREMENTS:

Registration is completed online at bgccsra.org for Boys & Girls Club sites and at greatfuturesacademy.org for Great Futures Academy sites. All supporting information and documentation must be completed prior to attendance.

Boys & Girls Clubs of the CSRA programs are open to students enrolled in grades K -12th, however, grades served vary by site (see website for details). Youth and parents may also self select into specialized programs such as sports leagues, art programs, STARS, and mentoring. Instructions for special program registration will be given in the Club by site directors as programs become available. In cases where there are limited spots for specialized programs, priority is given to students who meet two or more of the following criteria:

- Receives free/reduced-price lunch
- Is a grade or more behind his/her peers in math, reading and/or science
- Has been referred by school in need of extra assistance in math, reading and/or science
- Has been referred by school or other agency for behavioral reasons

Boys & Girls Clubs of the CSRA helps youth achieve academic success, good character and citizenship and healthy lifestyles. To do so, we align our after school program activities with topics covered in the regular school day and the Common Core Georgia Performance Standards. To help us better serve your child and to meet the reporting requirements that enable us to keep our membership fees low, Boys & Girls Clubs of the CSRA must have access to report cards/progress reports, IEP's or 504 Plans (if applicable), and permission to speak with classroom teachers for your child. All information is kept confidential and only report as a group (not by individual child).

DAYS WE ARE CLOSED:

On occasion, the Clubs will close early for special events or staff training. We will let parents know at least a week in advance of any closings. Any time the school districts close early or cancel school for inclement weather, Boys & Girls Clubs of the CSRA will also be closed. Our locations are also closed for:

- Labor Day
- Thanksgiving
- Christmas Eve & Christmas Day
- New Years Eve & New Years Day
- Dr. Martin Luther King, Jr. Day
- Spring Break
- July 4th Week

HOURS OF OPERATION:

Clubs are open after school, Monday through Friday and all day on most school holidays. Hours and holiday schedules vary by site so see your local Site director or website for details.

DROP OFF & PICK UP POLICY:

Your child must scan his/her Club card in at the front counter before entering into the program areas and scan out before leaving the Club. It is mandatory that all parents/guardians come into the Club to pick their child up. The exception is if you have signed a release form giving your child permission to walk to/from the Club. The Club will not be held responsible for any member who leaves the Club for any reason on his/her own. Only those who are noted on your child's application as "authorized" to pick up will be allowed to sign out your child. Identification may be requested by the Club staff in order to release members to individuals. Please make sure that you keep your authorized pick up and contact information up to date with the Club. Parents who do not pick their children up by closing will be charged a late fee of \$1.00 per minute past Club closing time.

CLUB ATTENDANCE POLICY:

Boys & Girls Clubs are drop-in facilities; attendance is encouraged but not mandatory for members. If your child will not be attending for an extended period of time due to illness, vacation, or other circumstances, please let us know. Because many Clubs have waiting lists, your child's spot may be given away if they are not attending regularly and you have not communicated with the Site director.

ILLNESS POLICY:

Out of concern for our members and staff, if your child is sick or contagious, he/she will not be allowed to come to the Club. If your child becomes sick while at the Club, the parent or guardian will be notified to pick him/her up.

MEDICAL EMERGENCY PROCEDURES:

Boys & Girls Clubs do not administer or supply members with medical treatment, medicine, shots, etc. If your child must take medicine while attending the Club, the parent/guardian or the child must administer the medication. The Club will not be responsible for lost or stolen medicine. If an emergency or accident occurs while at the Clubs, the staff will make every effort to contact the family by phone with the phone numbers that have been provided to us during registration. If no one can be contacted and medical treatment must be provided, the Site director will notify emergency medical services. Please update emergency contact information anytime you have a change.

SAFETY PROCEDURES:

All staff are trained in emergency response to severe weather and crisis management situations.

In the event of unforeseen inclement weather during the day, Boys & Girls Club sites will be closed in accordance with their county's school closings. Evacuation plans are posted at all facilities. All Boys & Girls Clubs sites conduct monthly safety drills for evacuation, tornados, hurricanes, fire, and lockdown. Should inclement weather or an emergency closing occur during program hours, staff will notify parents of closings. For current information during inclement weather or emergency situations; parents may call the Club directly, call the administrative office at 706.504.4071, check the website at www.bgccsra.org or Facebook at www.facebook.com/bgccsra.

STAFF SUPERVISION:

An adult staff member is assigned to each program area. There may be additional volunteers during the day that will assist the staff in their program areas. At no time will a child be left unsupervised while in our facility or on a planned field trip. At no time will a child be left alone with a volunteer. All volunteer activities are monitored by staff.

TELEPHONE USAGE:

Club members will only be able to use the phone if there is an emergency. Club members are encouraged not to bring cell phones in the Clubs. The Boys & Girls Club is not responsible for any loss, broken or stolen phone.

TECHNOLOGY POLICY:

Boys & Girls Clubs provides access to technology through the use of computers in our programs. The primary purpose of our technology program is to prepare youth for the future and to provide educational opportunities. We take every step necessary to ensure internet safety precautions are taken. Students are only allowed to visit appropriate websites and are monitored by staff. File sharing of copyright music or any other document is illegal and members will not be permitted to use the system for such activity. Boys & Girls Club will not be responsible for any electronic devices brought into the Club.

HARASSMENT & ABUSE POLICY:

Harassment on the basis of race, color, religion, sex, age, national origin, disability, marital status, veteran's status, sexual orientation, or other protected status is defined as conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. It is our policy to provide at all times, an environment free of harassing conduct, better enabling us to focus on and fulfill the mission of the Club. Boys & Girls Clubs of the CSRA will not tolerate any form of harassing conduct that is based upon an individual's race, color, religion, sex, age, national origin, sexual orientation, disability or marital status. The term harassing conduct also includes sexual advances, requests for sexual favors and other conduct of sexual nature. Any employee violating this policy will be subject to corrective action, up to and including dismissal/termination of employment. The policy applies to all employees and participants of the Club. Any employee, including any supervisor or agent, who is found to have engaged in harassing conduct will be subject to appropriate discipline, up to and including dismissal/termination of employment. All employees have a duty to report any harassing conduct experienced or observed. In the event an employee or participant suspects harassing conduct of any type, Boys & Girls Clubs has an open door policy and encourages employees and participants to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee or parent is not comfortable speaking with the Club supervisor or is not satisfied with the supervisor's response, they are encouraged to speak with someone in the Human Resources Department or anyone in management whom they are comfortable approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Executive Director who has responsibility to investigate and resolve all reported violations. If the complaint is against the Executive Director, it should be reported to the Board President. For participants, concerns should be brought to any staff member with whom they feel comfortable expressing their concerns. Staff members are required to communicate concerns to their supervisor and/or a member of management. Concerns of participants and/or parents follow the same investigation process. All Club employees are required by law (Georgia Code) to report all suspected cases of child abuse as mandated reporters. Child abuse is any act or omission or commission that endangers or impairs a child's physical or emotional health and development. The act of inflicting injury or allowing injury to result, rather than the degree of injury, is the determinant for intervention. Club staff follow specific procedures including clarifying with student, notifying supervisor, and notifying authorities.

ANTI-FRAUD POLICY

The purpose of this policy is to provide guidelines and controls to aid in the prevention, deterrence, and detection of fraud, theft, waste, or abuse against the Boys & Girls Clubs. This policy expands upon the Boys & Girls Clubs Employee Ethics, Standards of Conduct, and Conflict of Interest policy and outlines more specific responsibilities and expectations related to fraud. This policy applies to all Boys & Girls Clubs of The CSRA employees, volunteers, and contractors (business associates). The Boys & Girls Clubs of The CSRA's policy is to promote consistent, legal, and ethical organizational behavior by:

- Assigning responsibility for reporting fraud, theft, waste, or abuse
- Providing guidelines to conduct investigations of suspected fraudulent behavior
- Making anti-fraud awareness training available annually

Fraud is defined as an intentional deception designed to obtain a benefit or advantage or to cause some benefit that is due to be denied. Examples of fraud include:

- Any dishonest or fraudulent act
- Impropriety in the handling or reporting of money or financial transactions
- Forgery or alteration of any document or account belonging to the Boys & Girls Clubs (checks, timesheets, invoices, contractor agreements, bid documents, purchase orders, electronic files, and other financial documents)
- Forgery or alteration of a check, bank draft, or any other financial document
- Financial report misrepresentation
- Misappropriation of funds, securities, supplies, inventory, or any other asset (including furniture, computers, fixtures, or equipment)
- Authorizing or receiving payments for hours not worked
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Boys & Girls Clubs that may be construed to be an attempt to influence the performance of an employee's official duty in the scope of employment for the Boys & Girls Clubs
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment

Theft is defined as the act of taking something from someone unlawfully. An example of theft would include: Taking home a printer belonging to the organization and keeping it for personal use.

Waste is the loss or misuse of District resources that results from deficient practices, system controls, or poor decisions. An example of waste is: Not taking advantage of available early bird conference registration discounts.

Abuse is the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc. An example of abuse would be: Using organization equipment or supplies to conduct personal business.

RESPONSIBILITY TO REPORT SUSPECTED FRAUD

Each employee is required to report any suspected fraud, theft, waste, or abuse or other dishonest conduct to the BGCA Chief Executive Officer or the Organization's Compliance Officer. Unit Directors do not have the authority to determine the merits of a report of suspected fraud; the Chief Executive Officer makes this determination after an internal investigation has been completed. The identity of an employee or complainant who reports suspected fraud will be protected to the full extent allowed by law. Suspected improprieties and/or misconduct concerning an employee's ethical conduct should be reported to the Chief Executive Officer. All employees are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Each Administrator shall be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of fraud. Any fraud that is detected or suspected must be reported immediately to the Chief Executive Officer, who shall order an internal investigation. All employees will be held accountable to act within the organization's code of conduct. The Boys & Girls Clubs will not tolerate any type of fraud, theft, waste, or abuse.

GUIDELINES FOR HANDLING A REPORT OF SUSPECTED FRAUD, THEFT, WASTE, OR ABUSE

Whether the initial report is made to the Unit Director, the Operations Director, and/or the Chief Executive Officer, the reporting employee/individual should receive the following instructions and information:

- Do not contact the suspected individual in an effort to determine facts or demand restitution
- Allow the Chief Executive Officer to order an internal investigation be conducted. Do not further investigate the allegations
- Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Chief Executive Officer
- Retaliation will not be tolerated. BGCA will not tolerate any form of retaliation against individuals providing information concerning fraud or suspected fraud
- Every effort will be made to protect the rights and the reputations of everyone involved, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s)
- The identity of an employee or other individual who reports a suspected act of fraud will be protected as provided by this policy

Responsibility of Compliance Officer: Under the direction of the Board of Directors, the Compliance Officer, or any other designated investigator shall document the allegation and conduct an investigation. If the investigation substantiates the allegation of fraud, appropriate corrective action will be taken according to BGCA policy. The Compliance Officer or other designated investigator shall make every effort to protect the rights and the reputations of everyone involved in a report of suspected fraud, including the individual who in good faith alleges perceived misconduct, as well as the alleged violator(s).

Quarterly Compliance Report: Investigated incidents of suspected fraud shall be reported to the BGCA Board of Directors on a quarterly basis. The Compliance Report shall include: whether the report was from an employee, the outcome of the investigation, and the corrective action taken.

Violations and Corrective Actions: Employees who violate the Anti-Fraud policy and procedures will be subject to corrective action up to and including termination in accordance with BGCA's

Progressive Discipline Policy: An employee who has engaged in any form of fraud, waste, or abuse, suspects or discovers fraudulent activity and fails to report his or her suspicions as required by this policy, or intentionally reports false or misleading information is subject to such corrective action up to and including termination. In addition, corrective action may be taken as provided by this policy against an employee who makes a report alleging fraud in bad faith. Failure to comply with any part of this policy by a Contractor (Business Associate) could result in cancellation of the business or other relationship between the entity and the Boys & Girls Clubs. When appropriate, the Chief Executive Officer or the designee will also report the violation(s) to federal, state, and/or local law enforcement agencies.

Anti-Fraud Awareness Training: BGCA Operations Director will conduct employee training and/or provide training materials to the Unit Directors during in-services and/or staff meetings on an annual basis.

EMERGENCY PREPAREDNESS PLAN

SOFT LOCKDOWN (HEIGHTENED STATE OF SECURITY/ PREVENTATIVE LOCKDOWN PROTOCOL): Description- The soft Lockdown Protocol is a preventative measure used when conditions indicate that a higher than normal threat is present on or near the campus. This might be implemented for the following situations:

- A fight involving numerous individuals, gangs, or weapons.
- Implementation of a lockdown by another school in the system or local area.
- An intruder or suspicious person on campus.
- The presence of a disruptive, potentially violent, or unstable person on campus.
- Major crime or police chase near school.
- Report of a firearm on campus.
- Dangerous animal on or near campus.
- Information received that indicates the possibility of a weapons assault on campus.

RESPONSES:

- Director will announce that a Soft Lockdown is being implemented. Areas without intercoms should be notified in the most appropriate manner (bullhorn, phone, messenger, radio, etc.)
- All students will be kept in program areas with the doors locked.
- Staff without classes will monitor areas for students not in class. Students will be immediately sent to their appropriate area.
- Staff without classes will limit access to their workspace and report any suspicious activity to the Director.
- Teachers will not allow students to leave class unless approved by the Director
- Personnel and activities outside the building may be required to move inside.
- In the classrooms, teachers will explain the soft lockdown protocol to the students. They will explain that this is a heightened security procedure and there is no imminent danger.
- Staff will not open doors for anyone unless cleared by the administration.

HARD LOCKDOWN (ACTUAL CRISIS RESPONSE):

- Description- A hard lockdown is used when an actual crisis has occurred. A hard lockdown might be implemented for the following situations:
- Shots being fired on or near the club.
- Threats involving weapons of mass destruction that have the potential for immediate danger to those at the club site.
- A stabbing or other violent act the club.
- An explosion near, but not on-site.
- A hostage situation or an armed barricaded subject on or near the club.
- Natural disasters or hazardous materials incidences.

RESPONSES:

- The director will announce that the hard lockdown is being implemented.
- Teachers lock their doors and ask students to move away from windows and to sit on the floor.
- If possible, staff without classes will monitor the halls for students not in class. If safe, students will go to their classes. If not safe, students will go to the nearest classroom.
- Staff who are engaged in outside activities will determine as quickly as possible if it is safer to return to the building or to leave campus. If the decision is to leave club, the administration will be notified of the location and the number of people evacuated. A list of names of the evacuees will be prepared as soon as possible.
- In the classrooms, teachers will explain the hard lockdown protocol to the students. They will tell the students that an apparent crisis situation has developed. They will advise students to remain quiet and review emergency evacuation procedures with them.
- Students will not be allowed to leave the room unless approved by the Director.
- Teachers will not open the door for anyone unless it is a staff member that they recognize by sight or voice.
- Cell phones, microphones, walkie-talkies, pagers, portable radios, or any device that transmits radio waves will not be used! Energy transmitted from radio waves is capable of detonating explosives.

CODE BLUE (RETURN TO NORMAL OPERATIONS PROTOCOL):

- Description- The Code Blue Protocol will be used when:
 - There is no indication that an above normal level of danger exists.
 - Further measures, such as evacuation, will not be necessary.
 - It is possible for the club to return to normal functioning.
- Signal- “Staff: The situation has been resolved. Please return to routine activities.”

RESPONSES:

The Director will announce that Code Blue Protocol is in effect.

The Director may give an explanation of why the hard lockdown or soft lockdown was implemented. This may help to prevent inaccurate rumors.

Depending on the situation, the Director may want to confer with administrative personnel regarding statements to be sent home to the parents or to be presented to the media.

BOMB THREAT AND EXPLOSION PROCEDURES:

- As in all threatening situations, the direct responsibility of all personnel is student safety. Control of the bomb status situation is the responsibility of the local safety officials. A bomb threat is defined as the possibility that an explosive device is present in the school or on the campus and the potential exists for an explosion. Threats may be received by phone, e-mail, facsimile, mail, package, in person, or any other manner of notification.
- Upon receiving a threatening phone call, the person taking call will:
- Record the time the call was received, the date, and the number of the line on which the call was received.
- Obtain as many details as possible. **DO NOT HANG UP!**
- Refer to bomb threat check list. All staff members with phones have copies of the check list. A copy of the check list is in the appendix of this document.
- While still on the phone, attempt to get the attention of someone else in the office so that an administrator can be notified immediately.

ADMINISTRATIVE RESPONSIBILITIES:

- Call 911 on another line. Tell them the names of the evacuation and reunification sites.
- Call the telephone company’s annoyance tracing center at 780-2969, dial 0, and ask for a supervisor to expedite the process.
- Decide the evacuation site to be used.
- Signal- “Teachers and staff, please proceed with an extended evacuation to (name of evacuation site). “Please turn off and do not use any cell phones, microwaves, walkie-talkies, two-way radios, pagers, or any other device that emits radio waves.”
- Notify the administrative office.
- Monitor building to make sure that it has been cleared.
- Do not search the building until law enforcement arrives, although staff should report anything unusual as they exit the building.
- Law enforcement will determine the legitimacy of the call.
- If law enforcement determines the legitimacy of the call, three outside agencies are available to collaborate with local law enforcement:
 - GBI Bomb Disposal Unit (Mike Clayton) (800) 282-8746
 - Warner Robins AFB Bomb Squad—only if a suspicious package is found
 - Ft. Stewart Bomb Squad—only if a suspicious package is found
- Director or designee familiar with the building conducts the search assisted by emergency personnel.

STAFF RESPONSIBILITIES:

- After the evacuation announcement, proceed immediately with the evacuation to the announced site. Follow the evacuation protocol.
- During the evacuation avoid all cars and parking areas.
- **DO NOT USE CELL PHONES, PAGERS, RADIOS, MICROWAVES, OR ANY DEVICE THAT OPERATES ON RADIO FREQUENCIES. TURN THEM ALL OFF!**

- In leaving the building be alert for any suspicious item. If you notice something, report it, but do not touch it or disturb it in any manner. Suspicious packages may include:
 - Lumps, bulges, or protrusions.
 - Lop-sided or heavy-sided appearance.
 - Handwritten addresses or labels from companies with incorrect information or address components.
 - Excess postage or a small package or letter indicates that the package was not processed by the post office.
 - No postage or hand-canceled postage.
 - Handwritten notes (ex. “to be opened in the privacy of …”)
 - Improper spelling of common names, places, or titles.
 - Generic or incorrect titles.
 - Leaks, stains, or protruding wires, strings, tape, etc.
- In exiting the building students will take only personal items with them that are in their immediate possession. No student will be allowed to go back in search of possessions.
- Staff will take their roll book and a copy of the club safety plan with them to the evacuation site.
- At the site, staff will report all students for whom they cannot account to the Director or the evacuation site coordinator.
- Remain at the evacuation site until an administrator announces that it is safe to return to the building or you are instructed to go to the Family Reunification Site.
- If transported to a reunification site, follow the Family Reunification Protocol.
- Be alert to the potential for secondary explosive devices.

EXPLOSION PRIOR TO EVACUATION:

- Instruct students to take cover under desks or tables.
- Preferred position: kneeling on floor, face down, hands covering head.
- Remain in this position until flying debris stops
- Assess medical condition of injured, provide first aid as possible, and await instruction from administration or emergency personnel.
- Be alert to the possibility of secondary explosives.
- Check attendance if the group was not together at the time of the explosion.

INTRUDER PROCEDURES:

- The presence of an intruder or suspicious person on campus represents a potential danger to the safety of students and staff. An intruder or suspicious person is alien to the school environment and is uninvited and unwelcome.
- The signal, if any, will vary according to the degree of potential danger as assessed by the Director and the administrators. Announcements may be:

SIGNAL-

“Staff, please lock your doors. We are having a soft lockdown.”

“Staff, please lock your doors. We are having a hard lockdown.”

“Staff, please evacuate to (name of site).”

PREPAREDNESS, PREVENTION, AND ROUTINE PROCEDURES:

- Free access to the building is restricted by having as few doors as possible unlocked from outside.
- On locked outside doors, signs direct visitors to the main entrance and office.
- All visitors are required to sign in and out in the main office and wear a visitor badge while in the building.
- Students and staff are discouraged from unlocking outside doors.
- BGC employees are encouraged to periodically check outside doors for security.
- Doors to remain unlocked are the main entrance doors and the doors to the gym.
- Approach any unidentified individual with caution, but in a non-threatening manner. Direct that person to the main office.

- If the person fails to comply, contact the office immediately giving a description of the individual, location of the intruder, and behavior exhibited.

ADMINISTRATIVE RESPONSIBILITIES:

- Monitor situations involving visitors. Intervene when situations appear to have the potential for violent or hostile confrontations.
- Involve the Operations Director as needed.
- Call the appropriate protocol if necessary.
- If necessary, call for more law enforcement.
- Notify the administrative office if necessary.

STAFF RESPONSIBILITIES:

- Ask, in a non-threatening manner, if you can be of assistance to the individual.
- Help direct the individual to the main office by accompanying him or her to the office.
- If the unidentified individual becomes violent, hostile, or exhibits any irrational behavior, let the office know that immediate attention is needed at the location of the individual.
- If unidentified person is visibly armed with a weapon, seek protection in a nearby classroom and
- Immediately notify the office. Give the location of the individual at the time you noticed him or her. A staff member should not attempt to disarm anyone in possession of a weapon.

FIRE AND FIRE DRILL PROCEDURES:

Signal- The speaker strobe device will transmit a siren alarm accompanied with a strobe light and a recorded message.

ADMINISTRATIVE RESPONSIBILITIES FOR FIRE DRILLS:

- Sound the fire alarm for immediate evacuation.
 - Monitor the halls for clearance and closed doors.
 - Determine and record the time required for evacuation.
 - Note any unusual situation or suggestion for evacuation improvement.
 - Monitor the evacuation sites for distance from the building.
 - Sound the alarm for students to return to program areas.
 - Monitor students' return to program areas.
 - Administrative Responsibilities for Fire Evacuations:
 - Sound the fire alarm for immediate evacuation.
 - Notify the Fire Department by calling 911. Provide essential details such as possible breaks in gas lines, electrical fires, or specific hazards.
 - Notify the administrative office.
 - Designate a staff member to meet the first responder and provide a set of master keys. This staff member will have a walkie-talkie.
 - Account for all students and staff members after evacuation.
 - Monitor evacuation distance and make adjustments as needed. If advised, evacuate to alternate evacuation site.
 - Instruct those with cars parked in access areas to clear the way for emergency vehicles.
 - Compile a list of students for whom teachers cannot account.
 - Assist the Firefighters as needed.
 - Designate staff members to take emergency kits to the evacuation site.
 - If building is unsafe for return, initiate Family Reunification Protocol.
 - If instructed by Firefighters, contact gas and electric companies to turn off all utilities to the building.
 - If the building is safe to return, sound signal for return to site.
 - Assign duties to staff without classes.
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- Staff Responsibilities for Fire Drills:
 - Post an evacuation map in classroom. Prior to drill, instruct students on exit route.

- Take roll book to evacuation site and check attendance once you have reached your designated area.
- Close, but do not lock, doors as you leave.
- Instruct students to take only valuables out with them. Do not allow students to go to their cubbies to retrieve possessions.
- Check the room and be the last to leave.
- When outside, make sure students are a minimum of 300 feet from the building (the length of a football field).
- At the signal, return to your classroom.

STAFF RESPONSIBILITIES FOR FIRE EVACUATIONS:

- When instructed, implement Evacuation Protocol.
- Take roll book to the designated evacuation site and check attendance once you have reached your designated evacuation area.
- Notify the administration of students for whom you cannot account.
- Close, but do not lock, doors as you leave. If you have a window in your room that opens, make sure it is closed.
- Turn off electrical or gas equipment.
- Instruct students to take only valuables out with them. Do not allow students to go to lockers or cubbies.
- Instruct first student in line to hold the exit door open for all other students.
- Send students with disabilities to the main office IF possible.
- Check the room and be the last to leave.
- Assure that students exit the building in a quiet and orderly manner.
- When outside, make sure students are a minimum of 300 feet from the building (the length of a football field).
- Return to your site ONLY if signaled to do so.
- Staff without classes will check with Director for assignments.
- Keep students out of areas that will be used for emergency vehicles.
- If the building is not safe to re-enter, follow Family Reunification Protocol when announced to do so.
- If the building is cleared for return, return your classrooms in an orderly manner. Check roll when you return to the club.
- You may attempt to extinguish a small fire with the fire extinguisher, however, leave large fires to professional firefighters.
- Never attempt to extinguish any fire that might involve explosives or hazardous materials.
- Do not use water on electrical fires.

SEVERE THUNDERSTORMS AND TORNADOES

Unlike hurricanes where there is usually advanced notice, severe thunderstorms and tornadoes can develop suddenly and without warning. Thunderstorms and tornadoes occur frequently in Georgia. The following definitions will be used:

Thunderstorm: A thunderstorm may consist of thunder, lightning, high winds, rain, and hail. A severe thunderstorm may be a precursor to a tornado.

- **Watch**—a severe thunderstorm may develop in local area. Take appropriate precautions.
- **Warning**—a severe thunderstorm has developed in local area. Take appropriate action as indicated for the safety of all who may be affected.

Tornado: A tornado is a local storm with whirling winds of tremendous speeds that can exceed 100 miles per hour. These storms are generally small and short-lived, but they are the most violent of all atmospheric phenomena.

- **Watch**—weather conditions are such that a tornado may develop. Monitor weather radio and other media for updates.
- **Warning**—a formed tornado has been sighted and may affect the given areas. Protective measures must be implemented immediately.

SIGNALS-

- **Watch** - "Faculty and staff we are under a tornado (severe thunderstorm) watch. Please be

- alert to the possibility of worsening conditions.”
- Warning – Will be undulating and extended sounding of the class change buzzer.

THUNDERSTORMS ADMINISTRATIVE RESPONSIBILITIES

PREPAREDNESS:

- At least monthly, inform staff and students about severe weather and emergency procedures to be used if needed.
- Designate a safe sheltering location for students in mobile classrooms.
- Develop with teachers a response program for special needs students.
- Develop with coaches, club staff, a response program for after hour emergencies.
- Assure that trees surrounding the building are more wind resistant by removing damaged limbs and pruning them to allow for the wind to blow through them.

OUTSIDE PROCEDURES:

- If possible, get into a building as soon as possible.
- Never seek shelter under isolated trees, near metal fences, or in exposed shelters (i.e. baseball dugout).
- Avoid open fields and high places in areas where there is no shelter.
- If it is impossible to avoid an open field, position yourself in a crouch position.
- If possible, seek shelter in a ravine, ditch, etc. Do not lie flat. The balls of your feet should be touching the ground.
- Avoid electrically conductive overhead objects such as wires or transformers.
- Do not touch metal objects (i.e. aluminum bats, golf clubs, tennis rackets, chain link fences etc.)
- Remove shoes with metal cleats.
- If swimming, leave the water immediately.
- Vehicles should not be parked under an electrical wire.
- In a vehicle, avoid touching exposed metal parts.

INSIDE PROCEDURES:

- Stay inside.
- Move students who are housed in portable units into the main building.
- Students should not be near glassed areas especially if there are high winds.
- Stay away from open doors and windows, metal objects, electrical appliances, and plumbing until the storm is over.
- Lightning can travel through telephone lines. Avoid using the phone.
- Do not handle flammable liquids in open containers.
- Turn off and unplug electrical equipment (i.e. TV sets, computers, etc.)

AFTER THE STORM:

- Avoid wet or damaged electrical lines.
- Avoid lanterns, matches, or other flammable material until it is determined that there are no leaks from gas lines or other materials that could ignite.

TORNADOES ADMINISTRATIVE RESPONSIBILITIES PREPAREDNESS:

- Using resource personnel from GEMA (Georgia Emergency Management Agency) and the local EMA (Emergency Management Agency), evaluate the entire site and develop a plan for safe facility use. Because of the wide roof span, do not incorporate the use of the gym as a safe facility area. All teachers with classes in the gym will take their classes into the main building.
- The staff in the mobile unit will take his or her class into the main building.
- Designate best areas to serve as shelters (interior hallways away from windows).
- Develop a special alarm sound that is different from the fire alarm.
- Keep first aid supplies available and updated.
- At least monthly, inform staff, and students about procedures for severe weather.

- Post diagrams of the building with routes to sheltered areas.
- Conduct practice tornado drills.
- Follow evacuation procedures applicable to the emergency.
- Designate staff member to monitor weather reports.
- Prepare for the possibility of activation of the alarm and/or sprinkler systems.

ACTIONS:

- Monitor weather conditions using the weather radio or other media (TV, Computer, etc.)
- Use signal appropriate to the conditions. If electricity is interrupted, use runners or bullhorn to make announcements. Call or send messenger to mobile unit. Make sure message gets to the mobile unit.
- As warranted by conditions, move all students from outlying buildings and outside facilities into the main building.
- Do not allow students to board buses or leave in cars if severe weather warnings are issued.
- In the event of a sighting, call 911 and the Central Office.
- After the tornado, consult with local emergency management officials regarding the structural integrity of the facility prior to re-entry.

WATCH TO WARNING RESPONSES:

- Move all students into the main building.
- Designate staff members to secure the building by closing all windows and doors.
- Direct everyone to seek cover where floors and walls meet.
- Direct faculty and staff to secure, if possible, all articles that could become missiles.
- Check with the transportation director for verification that the contracted bus personnel are instructed in proper actions for tornado sightings while students are on the buses being transported to or from school. Some tornado safety considerations for buses are:
 - If possible, drive away from the tornado's path, evacuate the bus, and seek protection.
 - Take shelter in a designated building or strong structure on the bus's route.
 - If no safe buildings are available, evacuate the bus and direct students to a ditch or hollow. Have them lie face down with their hands over their heads. Avoid utility poles and overhead wires. Keep students away from the bus so that it cannot be turned over on them.

STAFF RESPONSIBILITIES FOR A TORNADO WARNING:

- If a warning is issued, staff will instruct their students to move to their designated area.
- Staff are to close classroom doors after the students exit to their designated tornado security area.
- Staff will check attendance and report to the office the names of missing students.
- Students will be seated on the floor with their backs to corridor walls, away from glass areas.
- Available coats and jackets should be used to cover heads, arms and legs, so as to reduce the number of injuries from flying missiles of glass and other debris.
- Books will be used to cover heads.
- Students will be located as far as possible from all exterior walls in corridors, particularly if they contain windows or doors.
- Provide appropriate assistance to students with special needs.

STUDENTS WILL:

- Sit on floor with backs to walls,
- Bend knees,
- Put heads down on their knees,
- Take books with them and put books over their heads, and
- Take coats (if have them) and use coats for body cover.

***TORNADO SAFETY AREAS:** Never place a student in front of a door or in an area that is enclosed in glass. Students are to sit with their backs to the wall knees bent and head placed on their knees. If possible cover head with a book or jacket.

BOYS & GIRLS CLUB OF THE CSRA PROGRAMS AND OBJECTIVES:

Boys & Girls Clubs of the CSRA is a comprehensive youth development program, providing programs in five core areas: education and career development, character and leadership development, health and life skills, the arts, and sports, fitness and recreation. Activities are structured by grade level grouped into: K-2nd grades, 3rd-5th grades, 6th-8th grades, and 9th-12th grades. Members participate in daily activities rotating through the day in these groups and attending 3-4 program areas daily. Lessons are planned by staff to be specific and age appropriate. Schedules are posted at each site to reflect the day's activities. Boys & Girls Clubs of the CSRA provides high quality programs that result in positive youth development outcomes.

HOMEWORK HELP:

Students in grades 1st-8th in the afterschool program are required to participate in Power Hour homework help. Homework completion is not required but is supported. In the event no homework is assigned, students will have an opportunity to participate in an enrichment activity. If there is a problem with homework completion, parents/guardians are encouraged to speak first with the child's teacher, then the afterschool Site director.

GOOD CHARACTER & CITIZENSHIP:

Good Character and Citizenship: Students take part in activities that help build up their moral character through teamwork, volunteering, and other monthly programs, like Keystone and Torch Clubs. Students are also nominated monthly for good character for the Youth of the Month. High School students have the opportunity to participate in the Youth of the Year Program. Specifically, Boys & Girls Clubs of the CSRA works to achieve the following character and citizenship objectives:

- Participants demonstrate increase in positive character traits and civic engagement
- Participants increase positive engagement with the community

HEALTHY LIFESTYLES:

Students are provided access daily to Triple Play Body, Mind, and Soul programs. These programs provide physical fitness, nutrition lessons, build social skills and time to unwind and hang out with friends while playing in the games room. A healthy snack is served daily at all sites. If your child has food allergies, please inform the staff at enrollment. Drinking water is available at water fountains located throughout the Club. We also encourage parents to send only healthy snacks/drinks to the sites. Students are encouraged to participate in physical activities on a daily basis to help maintain a healthy lifestyle. According to the Club you attend, some sites may serve dinner. Specifically, Boys & Girls Clubs of the CSRA works to achieve the following healthy lifestyle objectives:

- Improved healthy habits and decision making skills
- Demonstrate commitment to leading a healthier lifestyle

ACADEMIC SUCCESS:

Students are provided access daily to Power Hour (homework help), Project Learn (academic enrichment activities), or tutoring through the STARS Program. These activities encourage students to value academics and reinforce what is taught during the school day.

STARS PROGRAM:

Students Tapping Academic Resources for Success (STARS) Program is a 21st Century Community Learning Centers academic tutoring program for enrolled 1st -12th graders at 21st CCLC sites. The STARS program is available to youth currently enrolled in Boys & Girls Clubs as well as new members identified through other media outlets and flyers. STARS participants will include special populations such as students with special needs and private school students. Both special populations will be recruited by the Program Director and Site director from the school administration, counselors and parents. Interested parents will then enroll their student in the program following the general application process for Boys & Girls Clubs of the CSRA. During STARS time, students work with a certified teacher for extra support in math, reading, and science. Students are placed in STARS based on need; therefore, not all students will participate in this activity. STARS is currently funded through the Georgia Department of Education's 21st Century Community Learning Centers grant program. As part of the grant requirements, youth who participate in the STARS program are expected to attend 3 out of 5 days per week. The more often your child participates, the more successful s/he will be in school. STARS progress reports will be sent home monthly with each child to keep parents/guardians informed of student progress. Specifically, Boys & Girls Clubs of the CSRA STARS Program works to achieve the following academic objectives:

- 50% of attendees will increase their grades in math, reading, and science

PARENT INVOLVEMENT:

We offer monthly opportunities for parents to come to the Club and participate. These activities provide fun and educational opportunities for you and your child. Boys & Girls Clubs of the CSRA provides referrals for additional services to assist families. It is mandatory that parents or guardians participate in one activity during the school year. We also ask that all parents/guardians take the time to discuss our program code of conduct and rules with your child to make sure he/she understands them. There are no exceptions to the code of conduct. Boys & Girls Clubs of the CSRA values input from our parents and guardians. We appreciate you participating in surveys and needs assessments that we distribute to gather your thoughts and opinions.

CODE OF CONDUCT:

- Use your membership card to scan in/out daily.
- Play fair and be honest.
- Be respectful of Boys & Girls Club staff and volunteers.
- Say kind and encouraging things to others.
- Resolve disagreements in a positive way.
- Be respectful of other Club members and their property.
- Be respectful of the Clubs building and equipment.
- Avoid the use of improper or abusive language.
- Remove all head wear before entering the Club.
- Applaud the efforts of other members.
- Participate in activities that are open to your age group.
- Dress according to the school dress code.
- Smoking, drugs and alcohol are prohibited on Club property.
- Any and all weapons are prohibited on Club property.
- Walk at all times while inside the Club except for gym activities.
- Eat and drink only in designated areas.
- Name calling/bullying is prohibited.

DISCIPLINARY ACTIONS:

Minor Offenses will be addressed with:

1. Redirection/Cool Down Time
2. Loss of privileges of activities
3. Parent conference with the site director

Major Offenses will be addressed with:

1. Loss of privileges
2. Parent conference with the site director
3. Suspension and/or dismissal from the Club

PERSONAL ITEMS POLICY:

Members are asked not to bring personal items to the Club at any time, Boys & Girls Clubs of the CSRA is not responsible for lost or stolen items.

TRANSPORTATION POLICY:

The purpose of the transportation program is to provide safe transportation of Club members. The Club adheres to all Georgia Highway Patrol regulations regarding vehicles, drivers and safety procedures.

VEHICLE SAFETY RULES:

- Staff should always accompany an orderly line of children to and from vehicles.
- Children should not be in parking lot without a staff member.
- One staff member should be present during boarding and departing vehicles. Staff should be standing at the door helping the children.
- Staff only should open and shut doors. Children are never to touch the doors.
- In the use of a van, children are to only use the cargo door. No children should enter nor exit through the passenger side door.
- Every child must sit in a seat. No one should sit on a lap, on the tire well, on the armrest or on the floor.
- All passengers including the driver must wear a seat belt.

- A staff member should check all children's seat belts to make sure they are fastened and tight.
- The engine should not be started until the seat belt check has been completed. Seat belts are to remain fastened until the vehicle engine is turned off.
- All fingers, hands, and faces must remain inside the vehicle. Nothing should be put on the windows.
- No kicking or putting feet on the seats.
- Children must remain facing forward.
- No eating or drinking is allowed in the vehicles (staff and children).
- All papers and trash should be discarded after each use.
- Inappropriate behavior or safety violations will result in the loss of transportation privileges.
- When two staff are in the vehicle, one drives and the other rides in the back seat to observe. Rosters should be checked when students get on or off the bus.
- Unless it is an EMERGENCY, staff will not transport members in their own personal car or vehicles.
- Field Trip Policy
- Boys & Girls Clubs of the CSRA will plan field trips during the school year. If your child will be participating in any scheduled trip, he/she must have the following:
 - A permission slip signed by a parent/guardian
 - His/her Boys & Girls Club membership card
 - Accepting permission over the phone is strictly prohibited.

CLUB MEMBER RECRUITMENT POLICY:

Recruitment Strategy and Retention Guidelines: Recruitment will start at each of the clubs amongst the students who already attend the Boys & Girls Clubs of the CSRA.

- Those students in grades 1st – 12th grades will receive priority.
- Parent/Guardian must sign the form included in the registration packet for the STARS Program.
- After all students who currently attend the site are targeted, additional space will be allotted to our partner schools. We will inform the principals/staff of any opening by grade. The school staff will speak to parents/guardians to inform them of our program.

OTHER WAYS BGCA RECRUITS YOUTH TO OUR CLUBS:

- By distributing program fliers to area schools
- Recruiting at community events (Time to Care, Day for Kids, Children's Week)
- Visiting schools where program staff eat lunch with the students

RECRUITING SPECIAL EDUCATION AND ELL STUDENTS:

- Program Coordinator and Unit Directors will speak with guidance counselors and Special Education teachers to promote the program to them
- Invite Special Education and ELL Parents out to the club for a pre-visit to determine if it would be a suitable fit for their child.
- Follow up with parent/counselor to see if interest in our programs is evident
- If so, give an application and follow through with our membership procedure
- If not interested in attending our program, try to get the reasoning for the parent/counselor not wanting to enroll their child
- If special education student begins attending but is unable to participate in a main stream setting (due to behavior/adjustment issues), alternative programs at partner agencies will be recommended to the parent/guardian
- For ELL students, parents, and care givers - provide translated materials as needed.

RECRUITING PRIVATE SCHOOL STUDENTS:

- Program Coordinator and Unit Directors will speak with principals to promote the program to them

- Offer to present programming & results to whole staff at a meeting
- Offer to have a table at a parent event promoting our programs
- Invite private school parents out to the club for a pre-visit to determine if it would be a suitable fit for their child
- Follow up with parent/principal to see if interest in our programs is evident
- If so, give an application and follow through with our membership procedure
- If not interested in attending our program, try to get the reasoning for the parent/counselor not wanting to enroll their child

STUDENT/FAMILY RETENTION WILL BE REINFORCED ON SEVERAL LEVELS:

- Encouragement from staff for daily attendance at the site
- Calls home from program staff to students who miss several program days at a time
- Lunch with students at their day school to promote caring relationships between staff and students
- Provide graduation coaches and/or mentors for middle school students to encourage them to move on successfully to high school
- Incentives for good/positive behavior and attendance
- Details vary by site, but most have an “incentive” program where students can visit to pick prizes
- Parents who attend family events can earn a chance for raffle prizes
- At family events, we stress the importance of encouraging their child to attend the program

PARENT/GUARDIAN AGREEMENT FOR: _____
(CHILD'S NAME)

PARTICIPATION WAIVER:

I, the parent of the above named child hereby give my approval to his/her participation in all activities. I understand and acknowledge that the Boys & Girls Clubs of the CSRA does not carry health or accident insurance on the above referenced child and I will be solely liable for any costs arising from any injury sustained by the child while engaged in activities or in transport to or from activities. I understand that there are risks associated with engaging in activities sponsored by Boys & Girls Clubs of the CSRA and in transporting the child to and from such activities and I hereby assume all risks and hazards incidental to the child's participation in and transportation to and from activities. I do hereby waive, release, absolve, and indemnify and agree to hold harmless Boys & Girls Clubs of the CSRA, Georgia Department of Human Services (DHS), DFCS, and The Georgia Alliance, in, its directors, organizers, supervisors, employees, participants, volunteers, and other persons assisting or overseeing such activities and/or engaging in the transportation of my/our child to or from activities from any claim arising out the injury or death of my/our child. I further waive the right to a jury trial in connection with action concerning the foregoing.

_____ Parent Guardian Initial for Participation Waiver

EMERGENCY HEALTH TREATMENT AUTHORIZATION:

In the event I cannot be reached in an EMERGENCY, I hereby give my permission to the physician selected by the Boys & Girls Clubs of the CSRA to hospitalize, secure proper treatment for, and order injections and/or surgery for my child named above. In addition, I hereby give permission to the physician selected by Boys & Girls Clubs of the CSRA staff to order x-rays, routine tests, and treatment for the health of my child. I shall assume full responsibility for payment of any such attention, care, and services. I hereby release, indemnify and hold harmless Boys & Girls Clubs of the CSRA, the Georgia Department of Human Services, and any officer, director, employee, or agent of Boys & Girls Clubs of the CSRA from any liability, claim, or demand resulting from any legal medical attention and/or assistance that may be needed and provided as a result of an injury or harmful incident to my child at the time of entering my child in Boys & Girls Clubs of the CSRA programs.

_____ Parent Guardian Initial for Emergency Health Treatment Authorization

I, _____, have read and accept the policies enclosed in the Boys & Girls Clubs of the CSRA parent/guardian handbook. I have a clear understanding of what is expected of my child and of me while he/she attends the Club.

I agree to explain the code of conduct and expectations to my child so that he/she will understand what is expected of them.

I further understand that my child may not always get to be with his/her siblings of another age while at the Club and may not be able to attend the same field trips together.

Parent/Guardian Signature

Date