



ROC YOUTH COMMUNITY ENGAGEMENT FOUNDATION LLC POLICIES

WEBSITE DISCLAIMER

Effective Date: 01/01/2026

The information provided on the ROC Youth Community Engagement (RYCE) website is intended for general informational and educational purposes.

1. Not Medical or Legal Advice

Information on this website does **not constitute medical, legal, or psychological advice.**

While RYCE works with youth, families, and community systems, the organization does not replace:

- licensed mental health providers
- attorneys
- medical professionals
- government agencies

Individuals seeking professional advice should consult the appropriate licensed professional.

2. Resource Information

RYCE may provide links or references to community resources, agencies, and services.

These resources are provided for informational purposes only.

RYCE does not guarantee:

- service availability
- eligibility outcomes
- accuracy of third-party information

3. Program Information

Descriptions of services or programs on this website are intended to provide general information.

Availability of services may vary based on:

- capacity
- location
- eligibility requirements
- program funding

4. External Links

The RYCE website may include links to third-party websites.

RYCE is not responsible for the content, privacy practices, or policies of external websites.

5. No Guarantee of Outcomes



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While RYCE works to support youth and families through advocacy, mentorship, and coordination services, outcomes may vary depending on individual circumstances. Participation in programs does not guarantee specific results.

6. Contact Information: For questions about website information or programs: **ROC Youth Community Engagement (RYCE)** <https://ryce585.org> support@ryce585.info

Confidentiality & Information Sharing Policy

Effective Date: 01/01/2026

Purpose

This policy outlines the procedures for protecting confidential information collected through ROC Youth Community Engagement programs and services.

RYCE recognizes the importance of protecting the privacy and dignity of youth and families while maintaining appropriate collaboration with service providers and community partners.

Confidential Information

Confidential information may include:

- youth or family names
- contact information
- educational records
- referral details
- program participation records
- behavioral health concerns
- crisis intervention documentation

Such information must be treated with care and protected from unauthorized disclosure.

Access to Information



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Access to confidential information is limited to authorized staff who require the information in order to provide services or coordinate support.

Staff should only access information that is necessary to perform their responsibilities.

Consent for Information Sharing

Whenever possible, RYCE seeks consent from youth or guardians before sharing personal information with external partners.

Consent may be obtained for purposes such as:

- coordinating services with schools
- connecting youth to support programs
- collaborating with mental health providers
- assisting families with service navigation

Written consent may be required in certain circumstances.

Exceptions to Confidentiality

Information may be disclosed without consent when required by law or when necessary to protect safety.

Examples include:

- suspected child abuse or neglect
- threats of harm to self or others
- court orders or legal subpoenas
- medical emergencies requiring immediate response

In such situations, staff must follow appropriate reporting procedures.

Secure Storage of Records

RYCE takes reasonable steps to protect information through:



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- secure digital storage systems
- password-protected devices
- restricted staff access
- responsible document handling practices

Physical records must be stored in secure locations accessible only to authorized staff.

Responsible Communication

Staff should avoid discussing confidential information in public settings or with individuals who are not directly involved in service coordination.

Electronic communication should be conducted through secure and professional channels whenever possible.

Respect for Youth Privacy

Youth participating in RYCE programs deserve privacy and dignity. Staff should avoid sharing identifying information publicly without appropriate consent.

This includes social media, public presentations, or promotional materials.

Community Standards & Conduct Policy

Effective Date: 01/01/2026

RYCE is committed to maintaining a safe, respectful, and supportive environment for youth, families, staff, volunteers, and community partners.

This policy establishes expectations for conduct within RYCE programs, events, and communications.

Respectful Communication

Participants and community members are expected to:

- communicate respectfully
- listen to differing perspectives

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- avoid hostile or harmful language
- treat others with dignity

RYCE values dialogue that supports growth, learning, and accountability.

Prohibited Behavior

The following behaviors are not permitted within RYCE programs or online spaces:

- harassment or intimidation
- discrimination or hate speech
- threats of violence
- bullying or verbal abuse
- disruptive or unsafe behavior

Individuals engaging in these behaviors may be removed from programs or events.

Safe Spaces for Youth

RYCE programs aim to create spaces where youth feel:

- respected
- safe to express themselves
- supported in personal growth

Staff members and participants share responsibility for maintaining this environment.

Online Conduct

Community members interacting with RYCE through social media, online platforms, or virtual programs are expected to follow the same standards of respectful conduct.

RYCE reserves the right to remove harmful comments or restrict access when necessary.

Accountability



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RYCE leadership may take action when community standards are violated. Actions may include:

- warnings
- removal from programs
- suspension of participation
- referral to appropriate authorities if necessary

Commitment to Community

RYCE believes that strong communities are built through:

- respect
- accountability
- collaboration
- compassion

These values guide our work with youth, families, and partners.

Data Protection & Record Retention Policy

Effective Date: 01/01/2026

ROC Youth Community Engagement recognizes the importance of protecting personal and organizational information.

This policy establishes standards for the collection, storage, protection, and retention of data.

Data Protection Principles

RYCE is committed to ensuring that information collected through its programs is:

- used responsibly
- protected against unauthorized access
- stored securely

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- retained only as long as necessary

Information may include:

- participant information
- referral documentation
- program records
- administrative records
- communication records

Confidential Information

Confidential information may include:

- youth and family contact information
- program participation records
- referral notes
- service coordination details

Access to confidential information is restricted to authorized staff members.

Data Security Practices

RYCE takes reasonable steps to protect information through measures that may include:

- password-protected digital systems
- limited staff access to sensitive records
- secure storage of physical documents
- responsible data management practices

Record Retention

Records may be retained for operational, legal, and programmatic purposes.



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Retention timelines may vary depending on the type of information. When records are no longer needed, they will be securely destroyed or permanently deleted.

Data Sharing

Information may be shared with partner organizations only when necessary for service coordination or when required by law.

RYCE does not sell or distribute personal information for marketing purposes.

Non-Discrimination Policy

Effective Date: 01/01/2026

ROC Youth Community Engagement (RYCE) is committed to providing services, programs, and opportunities in an environment that is welcoming, respectful, and inclusive for all individuals.

RYCE does not discriminate in its services, programs, employment practices, partnerships, or volunteer opportunities.

Commitment to Equal Opportunity

RYCE prohibits discrimination based on any protected characteristic including, but not limited to:

- race
- color
- ethnicity
- national origin
- religion
- sex
- gender identity
- gender expression
- sexual orientation



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- age
- disability
- pregnancy or parental status
- marital status
- veteran status
- socioeconomic status
- immigration status
- involvement with public systems such as foster care or juvenile justice

This commitment applies to all individuals who interact with RYCE, including:

- youth participants
- families
- staff
- volunteers
- partners
- community members

Inclusive and Respectful Environment

RYCE is dedicated to fostering an environment that:

- promotes dignity and respect
- values cultural diversity
- supports LGBTQ+ youth and families
- acknowledges systemic barriers that impact marginalized communities
- ensures equitable access to resources and services



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Staff members are expected to conduct themselves in ways that support inclusion, equity, and fairness.

Reporting Concerns

Individuals who believe they have experienced discrimination or harassment within RYCE programs may report concerns to organizational leadership.

Reports will be reviewed respectfully, confidentially when possible, and addressed in accordance with applicable laws and organizational procedures.