



**BOYS & GIRLS CLUBS**  
OF GREATER DALLAS

# **CLUB MEMBER & PARENT HANDBOOK**

2025-2026



**(214) 821-2950**  
**[bgcdallas.org](http://bgcdallas.org)**  
**4816 Worth Street**  
**Dallas, Texas 75246**

## Welcome to the Boys & Girls Clubs of Greater Dallas

*A place where futures are built.*

For over 60 years, Boys & Girls Clubs of Greater Dallas (BGCD) has had the privilege of serving youth across Dallas County with quality programs and unwavering support. We are proud to carry this legacy forward today.

At BGCD, we design programs that are not only fun but also transformative and life-changing. Our comprehensive approach to youth development nurtures the mind, body, and spirit of the more than 3,500 youth we serve annually. With a wide range of programs for elementary through high school students, we focus on building critical 21st-century skills to prepare our youth for bright futures.

Our dedicated staff works tirelessly to support the success and well-being of every child who walks through our doors. This **Club Handbook** outlines what you can expect from us—and what we expect from Club members and their families. We believe in a strong partnership grounded in collaboration and shared commitment to your child's growth.

Your investment in your child today lays the foundation for a successful tomorrow. We encourage all Club members and families to take full advantage of the enriching opportunities we provide. Remember, we are part of your community—and we're always here to help.

Since 1965, BGCD has been shaping lives and building futures—and we are just getting started. We look forward to the next 60 years of doing whatever it takes to create great futures for our youth.

**Welcome to the BGCD family!**



*Jesra M. Taylor*

Interim President and Chief Executive Officer  
Boys & Girls Clubs of Greater Dallas

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## HISTORY & MISSION

Boys & Girls Clubs of Greater Dallas' mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Boys & Girls Clubs of Greater Dallas began operations in November 1965, with the opening of the West Dallas Boys Club.

In 1990, the Boys Club added "Girls" to its title and an aggressive effort to serve both girls and boys was initiated. Today, Clubs are open to all boys and girls between the ages of 6 and 18, regardless of race, religion, or national origin. Our local Clubs serve a membership base of more than 6,000 youth annually, providing programs based on physical, emotional, cultural, and social needs, and the interests of boys and girls. Clubs offer diverse program activities in three areas: Academic Success, Good Character & Citizenship and Healthy Lifestyles. These services are offered through a network of center based, professionally staffed, small group and one-on-one teachable moments and classes. Programs implemented enhance character and self-esteem, are educational and fun, and contribute to youth realizing their maximum potential.



A Boys & Girls Club Provides:

- \*A safe place to learn and grow;
- \*Ongoing relationships with caring, adult professionals;
- \*Life-enhancing programs and character development experiences;
- \*Hope and opportunity.

Today, thousands of boys and girls from neighborhoods across Dallas and Navarro Counties benefit from the programs and services designed specifically for them at

stand-alone and school-based Clubs. The programs offered provide strong moral guidance, positive role models and life-changing educational programs designed to open doors and opportunities for a brighter future. Boys & Girls Clubs of Greater Dallas is an organization that stands for traditional values, while providing progressive programs that address the problems faced by the youth of today, including substance abuse, teen pregnancy, gangs, and violence.

## **Boys & Girls Club Locations & Administration Office**

### **Corporate Office:**

4816 Worth St. | Dallas, TX 75246

### **Stand-Alone: Boys & Girls Clubs of Greater Dallas**

#### **Cedar Springs**

Dallas Housing Authority  
4440 Brown St.  
Dallas, TX 75219

#### **Navarro**

1000 G W Jackson Ave.  
Corsicana, TX 75110

#### **East Dallas**

Charles S. Sharp Building  
4804 Worth St.  
Dallas, TX 75246

#### **Oak Cliff**

Clint W. Murchison, Jr. Building  
2907 Linfield Rd.  
Dallas, TX 75216

#### **Grand Prairie**

1000 Enterprise Dr.  
Grand Prairie, TX 75051

#### **Richardson**

St. Barnabas Presbyterian Church  
1220 W. Beltline Rd.  
Dallas, TX 75080

#### **Mesquite**

John B. O'Hara Building  
4869 Gus Thomasson Rd.  
Mesquite, TX 75150

#### **West Dallas**

2060 Singleton Blvd. Suite 104  
Dallas, TX 75212

### **School-Based: Boys & Girls Clubs of Greater Dallas**

#### **William Lipscomb Elementary**

**Dallas Independent School District**  
5801 Worth St.  
Dallas, TX 75214

#### **KIPP Pleasant Grove**

**KIPP Texas**  
2200 N. St. Augustine Dr.  
Dallas, TX 75227

#### **Maple Lawn Elementary**

**Dallas Independent School District**  
3210 Inwood Rd.  
Dallas, TX 75235



## **Boys & Girls Club Hours of Operation**

BGCD clubs are open for operation Monday through Friday during the following hours:

- After-School at Stand-Alone Boys & Girls Clubs: 3:20 PM – 7:00 PM
- After-School at School-Based Clubs: 3:20 PM – 6:30 PM
- Spring Camp & Summer Camp at Stand-Alone Camps: 7:30 AM – 5:30 PM

**Click on this link for the 2025 – 2026 calendar.**

Dates and times of Club operating hours are determined to best accommodate the academic calendars of the public-school districts in which our Clubs serve.

*\*Boys & Girls Clubs of Greater Dallas reserves the right to close Club locations throughout the year to provide employee professional development. A two-week notice will be provided for all closures.*

**Note:** *Additional closure days may occur based on school district calendars or for unforeseen circumstances. In the event of additional Club closure dates, parents and/or guardians are notified at least forty-eight (48) hours in advance of the closure.*

For more information, please visit our website: [Boys & Girls Club of Dallas \(bgcdallas.org\)](https://www.bgcdallas.org) or call our administrative office at (214) 821-2950.

### **EMERGENCY PREPAREDNESS POLICY: Evacuation & Shelter-In-Place**

Monthly drills are implemented to ensure all BGCD Team and Club members are prepared to evacuate or shelter-in-place in the event of weather related or intruder emergencies.

### **EMERGENCY PREPAREDNESS POLICY: Evacuation**

Staff must keep members as calm as possible. Older members, if available, may serve as helpers. All staff must be advised within 7 days of hire where the designated evacuation and re-location area is located.

- Exits, hallways, and other evacuation routes will be clear at all times to permit prompt and safe exit from the building.
- Elevators are NOT to be used during an evacuation.
- The designated meeting location must be at least 1000 feet from the building or as indicated by Emergency Management.
- Directors or designee will use a two-way radio to advise all staff of the emergency using the site-specific emergency code.
- Staff will lead Club members promptly out of the building using the closest and safest exit.
- Staff must ensure that all spaces are cleared including bathrooms.
- Members may not stop to take clothing, toys, book bags, etc.
- Staff must take the group rosters/attendance records to the shelter area.
- Staff must leave lights on and close doors upon exiting the room.
- Upon exiting the building, staff must direct their assigned group of members to the site-specific designated area or as indicated by Emergency Management.
- Directors or designee are responsible for conducting a final walkthrough of the Club, checking closets or other hiding places, making sure all windows are closed, and all doors are shut and locked.

### **EMERGENCY PREPAREDNESS POLICY: Fire/Tornado/Flash Flood**

Routine Monthly drills are necessary to ensure BGCD staff and club members know how to conduct evacuations and shelter in place in emergencies. The Club Director is responsible for documenting the monthly drills on the provided emergency drill form.

### **EMERGENCY PREPAREDNESS POLICY: Severe/Inclement Weather**

BGCD Executive Leadership will determine whether to close BGCD Club locations due to adverse weather conditions. As a general guideline, when surrounding city and/or county public schools close due to severe/inclement weather, BGCD Club locations will close. If the decision to close is made when members are present at the Club, staff must contact parents/ guardians/ emergency contacts to pick members up immediately. Staff must remain with members, maintaining the staff to member ratio, until all members are picked up.

### **HEALTH & WELLNESS POLICY: Accommodations**

Boys & Girls Clubs of Greater Dallas attempts to accommodate the needs of Club members where possible. BGCD asks that parents disclose all special accommodations on the Club member's application.

Special accommodations include, but are not limited to dietary restrictions, medical conditions, allergies, academic interventions, and/or any specific health needs.

### **HEALTH & WELLNESS POLICY: Communicable Diseases and Member Attendance**

In the event that a member shows evidence of having contracted a communicable disease as defined by a skin irritation or lesion, that is designated as contagious to others and appearing as impetigo, chicken pox, scabies, ringworm, head lice, pink eye, etc., staff will isolate the member in a designated area until a parent or guardian can pick the child up from the Club.

Club staff are obligated to contact the Health Department, the child's parents and the parents of any other children who may have been exposed to the infected child. Confidentiality of each Club member will be maintained in all situations.

The contagious member will not be allowed to return to active participation in Club activities until the member is examined by medical personnel and found to be free of contagious aspects of their affliction. A letter to this effect must be signed by a physician or registered nurse and placed in the permanent membership file of the member.

### **HEALTH & WELLNESS POLICY: Dietary Restrictions**

Parents of Club members who have dietary restrictions or special diets due to religious beliefs or other practices should submit documentation to the Club. A copy of these restrictions will be placed in the member's file. All staff members having direct contact with the child shall be informed about a child's dietary restrictions, special diet/food, and/or other allergies.

### **HEALTH & WELLNESS POLICY: Drugs and Alcohol**

The Boys & Girls Clubs of Greater Dallas has a zero-tolerance drug and alcohol policy. The use of drugs, including smoking and vaping, or alcohol is prohibited at all Clubs and member events.

## **HEALTH & WELLNESS POLICY: First Aid & CPR**

Boys & Girls Clubs of Greater Dallas employees' priority is the well-being and safety of our Club members.

1. Employees do not administer medicine.
2. Employees are trained in First Aid & CPR.
3. Staff will call emergency medical services for all serious injuries. This includes loss of consciousness, profuse bleeding, serious burns, etc.
4. If a child refuses treatment, BGCD will notify the parent/ guardian.
5. An accident form will be completed if injuries occur at the Club or while on a Club field trip.

BGCD will not permit children to participate in Club services if they are experiencing any of the following illnesses or symptoms:

- Severe pain or discomfort
- Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea
- Two or more episodes of acute vomiting within a period of 24 hours
- Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes
- Infected, untreated skin patches
- Difficult rapid breathing or severe coughing
- Skin rashes in conjunction with fever or behavior changes
- Weeping or bleeding skin lesions that have not been treated by a health care provider
- Mouth sores with drooling

A child who presents symptoms that may be considered contagious or reflect a serious illness will be sent home unless medical diagnosis from a health care provider, which has been communicated to the Club in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. All such documentation will be placed in the Club member's file.

## **HEALTH & WELLNESS POLICY: Health Services & Accommodations**

It is the policy of the Boys & Girls Club of Greater Dallas to comply with the Americans with Disabilities Act and other applicable federal, state, or local laws pertaining to the provision of services to children with disabilities. The Club will make reasonable accommodations to afford children with disabilities full and equal enjoyment of our programs and services in the most integrated setting appropriate to their needs unless the accommodation would pose an undue burden or a direct threat to the health or safety of others or would fundamentally alter the nature of the programs and services provided by the Club. The Club will make no assumptions concerning any individual's abilities or disabilities and will make an individual assessment to determine if the Club can meet each child's needs in our setting.

The Club must conduct an individualized needs assessment prior to acceptance for membership and/or prior to implementing an accommodation. Please complete the required form so we can become more familiar with your child and determine whether we can reasonably accommodate your child's needs. All documentation and the assessment will be kept confidential and only viewed by persons completing the assessment and/or developing or implementing your child's accommodation plan. The submission of an accommodation request does not guarantee approval.

Parents/Guardians should provide the Club any information on a child's special health needs or conditions upon enrollment or upon the onset of the condition. The provided information will be placed in the member's file and all staff who work with the child will be properly informed. This includes any allergies and/or health issues a Club member is diagnosed with, as well as the proper method of treatment (ex: asthma: treat with inhaler – child should administer him/herself.)

### **OPERATIONS POLICY: Attendance**

- ALL youth entering the Club must be scan-in at the front counter during each visit.
- Members verify attendance by signing in when picked up after school and scanning in at the membership desk and through MyClubHub.
- BGCD employees will track youth participants in all the programs offered during the after school, spring break and summer program.

### **OPERATIONS POLICY: Application for Services**

An application must be filled out completely for youth enrolling in Boys & Girls Clubs of Greater Dallas programs. The information provided is confidential and will not be shared.

A parent/ guardian will complete the entire application. Applications may be accessed via our website or by the links below.

- Online Application | [Registration Link](#)

*The information included in the application is not shared. It is used for statistical purposes within the organization.*

### **OPERATIONS POLICY: Confidentiality of Member Information**

It is the policy of Boys & Girls Clubs of Greater Dallas that all member personal information is confidential and not shared outside the organization, unless requested by the appropriate authorities. Data collected by the organization is for reporting purposes only.

### **OPERATIONS POLICY: Custody Agreements**

Boys & Girls Clubs of Greater Dallas does not engage in custody matters. If there are custody agreements for a Club member(s), BGCD will adhere to the agreements mandated through the judicial system. A judge and the corresponding parties must sign all agreements. A copy of the signed agreement must be uploaded in the Parent Portal on MyClubHub.

### **OPERATIONS POLICY: Filing a Complaint**

BGCD employees should communicate with parents upon pick-up or drop-off regarding any pertinent information about the child's well-being. For communication of policies and/or other information required by law, the employee should check with a supervisor about the best way and most appropriate person to speak with the parent.

STEP 1: Contact the Youth Development Professional – Front desk Aide of the local club your complaint is with. If not resolved, proceed to Step 2.

STEP 2. If your complaint is not addressed within 2 business days of the time of contacting Youth Development Professional – Front desk Aide, contact the Club Director of the local Club your complaint is with. If not resolved, proceed to Step 3.

Step 3: If your complaint is not resolved within 2 business days from the time you have contacted the Club Director, contact the BGCD Administrative Office at (214) 821-2950 and speak with the Club Operations team.

STEP 4. Allow 24-48 hours for a response from Administrative Staff for a resolution.

### **OPERATIONS POLICY: Lost and Found**

BGCD is not responsible for lost, stolen, or damaged items brought from home. All personal items should be labeled, and valuables should be left at home.

### **OPERATIONS POLICY: Refunds**

Due to limited capacity, fees are paid in advance to secure a seat in the program. Therefore, we will not refund fees paid to secure a spot in the program as this may have prevented another child from enrolling in the program. Refunds will be processed for children enrolled in the program who are younger or older than our age requirements. If a card is charged more than once in error, duplicate fees will be refunded. No other refunds will be granted.

### **SAFETY POLICY: Reporting Child Abuse**

Boys & Girls Clubs of Greater Dallas is a mandatory reporting organization. Texas law states that anyone who thinks a child, or person 65 years or older, or an adult with disabilities is being

abused, neglected, or exploited must report it to the Texas Department of Family and Protective Services (DFPS).

A person who reports abuse in good faith is immune from civil or criminal liability. DFPS keeps the name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony.

The DFPS has a central place to report abuse. Reports can be made via phone by calling the Texas Abuse Hotline at **1-800-252-5400** or online at <https://www.txabusehotline.org/Login/Default.aspx> .

The Abuse Hotline may be called 24 hours per day, 7 days per week. (Abuse reports cannot be emailed.)

### **SAFETY POLICY: Restroom Monitoring**

Boys & Girls Clubs of Greater Dallas is committed to providing a safe environment. All Club activities and program spaces will always be under continuous supervision by sight or sound (for restroom supervision) by an adult staff (18 or over).

Restrooms will be regularly monitored.

- Monitoring includes:
  - Walk-throughs
  - Inspections and/or any (but not necessarily all) of the best practices outlined below:
    - Limiting the number of children using restrooms to 1 or 3 at the same time;
    - Positioning staff near restroom entries to maintain auditory supervision of space.
- When using restrooms at the Club or at public facilities during field trips, either one youth or three youths will be escorted by one staff member, who will wait outside the main entrance of the restroom.

### **SAFETY POLICY: Walk-Home**

Boys & Girls Clubs of Greater Dallas requires parents to provide written consent for Club members 13 years old and younger to walk home from the Club. Club members may not return to the Club after leaving for the day.

## **SOCIAL & BEHAVIORAL POLICY: Behavioral Expectations**

The following is a summary of BGCD's expectations of Club member behavior. These behavioral expectations are implemented to ensure the enjoyment and safety of all members.

1. Treat others as you would like to be treated.
2. Always use appropriate and respectful language, by refraining from profanity and disparaging communication.
3. Respect personal boundaries and ensure appropriate contact.
4. Respect the property of members, staff, volunteers, and the Club.
5. Eat food and drinks in designated areas.
6. Drugs, alcohol, tobacco, and weapons are prohibited.
7. Always walk while in the Club, unless engaged in a Triple Play activity in the Gym.
8. Keep personal toys, trading cards, and personal electronics at home.
9. Help maintain a clean & organized Club environment by throwing all trash in the trash receptacles and returning furniture, materials, and supplies where they belong.
10. Store backpacks, purses & jackets in the designated area, and off the floor.
11. Avoid restricted areas.
12. Park bicycles in the designated area.
13. BGCD has a closed-door policy. Walking in and out of the building without permission is prohibited.
14. Be aware of your thoughts and feelings and manage your words and actions.
15. Demonstrate respect towards self and others.
16. Take responsibility for your own actions.
17. Be your best self and HAVE FUN!!!!

## **SOCIAL & BEHAVIORAL POLICY: Bullying Prevention & Reporting**

Bullying is not tolerated at the Boys & Girls Clubs of Greater Dallas.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students. Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, extortion, destruction of property, theft of valued possessions, ridicule, name-calling, rumor spreading, slurs, jokes, innuendos, demeaning comments, and ostracism of the person or another.

It is further defined as any unwanted purposeful gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, ethnicity, color, religion, ancestry, national origin, gender, sex, sexual orientation, gender identity and expression, marital status, socio-economic background, social/family background, linguistic preference, political beliefs, or a

mental, physical, or sensory disability, difference, or impairment; or by any other distinguishing characteristic or because of one's association with a particular person or group of persons.

Bullying also includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, by a student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long-term damage, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation, or is carried out repeatedly and is often characterized by an imbalance of power.

BGCD prohibits bullying, including cyberbullying. Any acts of bullying that are reasonably perceived as being motivated either by any actual or perceived characteristic, such as race; ethnicity; color; religion; ancestry; national origin; gender; sex; sexual orientation; gender identity and expression; marital status; socio-economic background; social/family background; immigration status; linguistic preference; political beliefs; mental, physical, or sensory disability, difference, or impairment; or by any other distinguishing characteristic or because of one's association with a particular person or group of person are strictly prohibited.

BGCD prohibits retaliation by a member or employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

A report may be made verbally or in writing. The Club Director or designee shall reduce any verbal reports to written form.

When an allegation of bullying is reported, the Club Director or designee will notify the parents of the alleged victim on or before the third business day after the incident is reported. The Club Director or designee will also notify the parents of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

The Club Director or designee will collect information regarding the allegations to document the report. The Club Director or designee will promptly take interim action calculated to prevent bullying and ensure safety as the situation is reviewed.

The Club Director or designee will prepare a final, typed report of the incident. The report will include a determination of whether bullying occurred and, if so, whether the victim used reasonable self-defense. The report shall be maintained in the member's file.

The Club Director or designee will promptly notify the parent of the victim and the parent of the alleged bully by sending a determination letter of whether the student was engaged in bullying or not engaged.

If the evaluation results indicate bullying occurred, the Club Director will promptly respond by taking appropriate disciplinary action. The Club Director or designee may notify law enforcement in certain circumstances.

### **SOCIAL & BEHAVIORAL POLICY: Behavioral Correction**

All youth deserve the opportunity to learn from their mistakes and to correct their behavior. BGCD team members will follow the protocol below to address challenging situations and/or concerning behavior.

STEP 1: Team member conferences with the Club member to discuss the situation or conflict.

STEP 2: If the situation is not resolved, and/or involves more than one Club member, all members involved will engage in a restorative conference. A behavioral agreement will be established and signed by all parties involved.

Parents/Guardians will be notified. If the behavior has not improved, the director/ manager can issue a written warning or require a parent meeting.

STEP 3: If the situation is still not resolved, a parent conference will be requested prior to the member returning. A re-entry plan will be developed and implemented.

### **SOCIAL & BEHAVIORAL POLICY: Club Equipment**

Club members will have access to BGCD equipment, including computers, tablets, gaming systems, and televisions. This equipment is not easily replaced, and Club members should try to preserve it through careful use. If equipment is damaged while in the possession of a Club member, that member/ parent is responsible for repairing or replacing the damaged item(s).

### **SOCIAL & BEHAVIORAL POLICY: Dress Code**

Proper clothing and attire are always expected.

- Undergarments must be always covered.
- Shorts must reach or exceed the child or adult's fingertips when standing up straight.
- Pajamas may only be worn for designated activities.
- Closed toed and closed heel shoes are recommended.
- Tops must have sleeves or shoulder straps.
- Clothing must be free of holes, tears, profanity, obscene graphics, and/or offensive language.

## **SOCIAL & BEHAVIOR SUPPORT POLICY: Tiered Services**

Boys & Girls Clubs of Greater Dallas (BGCD) will provide in-Club behavioral health services by integrating a 3-tiered approach to supporting our youth. These practices are proactive strategies that will aide in reducing stigma, ensuring immediate access to support, and will help children and teens develop the skills needed to manage their emotions, build resilience, and thrive both socially and emotionally. By integrating these behavioral health services into the daily lives of our youth, BGCD is ensuring young people have the support they need to reach their full potential, while creating a healthier and more resilient community.

### **Tier I:**

- All staff are required to participate in a minimum of 12 combined hours annually of Mental Health, Social & Emotional Learning, and Trauma Informed Care training, equipping them to recognize signs of mental illness and refer youth for further support when necessary, implement Social and Emotional Development practices, and to foster a safe, supportive, and welcoming environment.
- All youth will engage in ongoing social and emotional skill-building activities through lessons and routine daily practices.

### **Tier II:**

- A Youth Support Team (YST) including the Club Director, Parent, Youth Development Professional, Child, (and a Partnering Clinician if available) will collaborate to discuss concerning observed or reported behaviors, indicating a potential need for additional support outside the Tier I services.
- In the event that additional support is needed, small group lessons will be implemented to provide direct and targeted services as appropriate. A Behavior Plan will be created for all youth participating in Tier II services, including goals and metrics for success.
- A calming room/section of the Club will be made available to youth as needed to reset.

### **Tier III:**

- Youth requiring more intensive support will be recommended for clinical services using our community resource bank.
- or clinical services using our community resource bank.

## **SOCIAL & BEHAVIORAL POLICY: Transportation**

- Stay seated while the bus is in motion at all times.
- The bus is a confined space where all are expected to use inside voices when communicating. Refrain from yelling and/or screaming.
- Keep all food and drinks off the bus.
- Help maintain a clean bus by placing all trash in the trash receptacle.

- Members must always remain with their assigned group, group leader, and partner.
- Refrain from sticking or throwing anything, including arms, legs, and trash out of the bus window.
- Keep feet and body out of the aisle.
- Always show respect.

## **TECHNOLOGY ACCEPTABLE USE POLICY: Club Member Usage**

Boys & Girls Clubs of Greater Dallas is committed to providing safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

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

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

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

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

**Monitoring and inspection:** Boys & Girls Clubs of Greater Dallas 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. Staff are not

responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

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

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

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

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

**Cyberbullying:** Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying determined to disrupt the safety and/or well-being of the Club, members, 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 Greater Dallas reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of Greater Dallas 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 Greater Dallas 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. 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 Greater Dallas 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 values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs of Greater Dallas 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 Greater Dallas 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 Greater Dallas 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 that belong to the Club, are intended for Club purposes and 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 of Greater Dallas 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.

**Staff & Volunteer Communication with Club members:** Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff and Club members must include an additional staff member and at least two Club members. This also includes overnight events such as Keystone Conferences and Youth of the Year events.

Boys & Girls Clubs of Greater Dallas is committed to providing a safe use of technology and online safety for members, staff, and volunteers.

## PARENT COMPACT

BGCD is committed to providing a safe and nurturing environment for your child. To partner with you, as a youth development organization, we ask that you as the parent(s)/guardian(s) commit to the following:

- Talk to your Club member/child about Club activities, daily.
- Encourage your Club member/child to engage in Club activities and experiences.
- Reinforce positive behavior practices.
- Participate in parent/family activities and youth recognition events.
- Provide the Club Director or designee with the requested academic achievement records.
- Ensure the Club has accurate and up-to-date Club member and parent information including contact phone numbers and addresses.
- Contact the Club Director if there are any concerns.
- Make every effort to read and adhere to all BGCD program policies & procedures as expressed in this handbook.
- Reinforce the Club Social and Behavioral policies and procedures.
- Advocate for Boys & Girls Clubs of Greater Dallas.

Parents also agree to ensure that their children abide by these expectations and organizational practices. Severe violations may result in immediate suspension or termination of Club membership. In all but the most serious violations, however, staff will work with the member and his/her family to restore the child's good standing in the Clubs.

BGCD parents and members receive and sign the parent handbook which includes Boys & Girls Clubs of Greater Dallas' policies, expectations, and organizational practices.

**ACKNOWLEDGEMENT OF REVIEW OF THE MEMBER & PARENT HANDBOOK**

As we strive to provide a safe and quality experience for your child, we also seek the involvement of parents/guardians to help our members succeed at school, work, and in life. Your signature acknowledges receipt of the handbook, as well as the policies and expectations outlined for both the member and family regarding:

- Emergency Preparedness Policies & Practices
- Health & Wellness Policies & Practices
- Operations Policies & Practices
- Safety Policies & Practices
- Social & Behavioral Policies & Practices
- Technology Acceptable Use Policy
- Parent Compact

\_\_\_\_\_  
Member Name (print)

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Boys & Girls Clubs of Greater Dallas Location

*(After signature, the acknowledgement page will be placed in each member's file.)*

