BOYS & GIRLS CLUB
OF SALEM

Boys & Girls Club of Salem
Guidance and Discipline Policy

The goal of the Boys & Girls Club of Salem, Inc. is to provide a **safe** environment for all children. It is the hope of the Staff that every member treats the Club with respect and demonstrates proper behavior. It becomes necessary, however, to deal with inappropriate behavior quickly, professionally and in a compassionate manner. Below you will find a detailed explanation of inappropriate behaviors and their consequences. **Parents and children must read and sign this policy**. The underlying goal of this policy is to reinforce the idea that all behaviors (appropriate and inappropriate) and their consequences **are in the child's control**.

Minor Infractions
- Screaming/Yelling
- Rough Housing
- Running in the Building
- Disrespect to other members (name calling, teasing, etc.)
- Being in an unsupervised area

Consequences
Phase 1 – Warning/Time out
Phase 2 – Activity Restriction/Notify Parents
Phase 3 – Suspension from program

Major Infractions
- Disrespect to Staff or Equipment
- Bullying/Intimidation
- Leaving the Building and/or property without permission
- Inappropriate Behavior in bathrooms/locker rooms, on bus/van or during an activity

Consequences
Phase 1 – Activity Restriction/Notify Parents
Phase 2 – Suspension from program
Phase 3 – Termination of membership
Also – restitution for all broken equipment

Serious Infractions
- Attempts to injure (punching, slapping, biting, pinching, etc.)
- Threatening other members and/or staff (w/ physical harm)
- Inappropriate comments and/or touching
- Stealing
- Throwing items out of bus or van(*)

Consequences
Phase 1 – Suspension from program or transportation(*****)
Phase 2 – Termination of membership
Also – restitution for stolen items

- Suspensions shall be for 1-5 days and will depend upon the severity of the behavior.
- Suspensions include all Club programs
- The Executive Director and Program Director shall review all suspensions. The child and parent shall have the opportunity to schedule a follow up conference before the child is able to return to the club.
- The Boys & Girls Club will inform parents of the availability of information and referral services and shall provide this information on request of the parent(s).
- When a child is terminated from the program, the staff will prepare the child in a manner consistent with the child's ability to understand.
- Measures should be reasonable and appropriate to a child's understanding and need. These measures should allow a child's growth and development to continue to grow to their maximum potential.
- Continuous inappropriate behavior(s) may result in permanent removal from the program and revocation of Club membership.
- All behavioral infractions shall be documented and put the child's membership folder.

Parental Behavior:

The following may be reasons for a child's termination from a program or Club membership and will be determined by the Executive Director and/or Program Director. **Parenta**l inappropriate behavior includes but is not limited to:

- Disrespect, humiliation or ridicule directed to staff, parents or coaches.
- Disrespect to the Club and/or the program by speaking poorly of staff and/or management.
- Speaking inappropriately to children – concerns regarding Club members should be directed to staff.
- Inappropriate touching, pushing, and shoving of staff or children.
- Asking personal questions of children or staff.

Should a problem arise with another child, staff member or parent, all concerns should be addressed to the Executive Director or Program Director.

Confidentiality will be maintained at all times toward Club members and their families. Staff and Administration are available to schedule mutually convenient meetings to discuss any problems or conflicts.