

Welcome!

You've just become a member of the Boys & Girls Club – where GREAT FUTURES START HERE! Boys & Girls Clubs of the Mississippi Valley (BGCMV) is a chartered member of a national after-school program where members can receive homework help, participate in engaging programs, learn new skills, make friends, and have FUN! Please keep this handbook to reference. If you have any questions regarding this handbook, please contact The CLUB director (see back page).

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Appendix: Please sign and return all copies to The CLUB on your first day.

- Behavior Contract for Club – Parent/Guardian signature is required
- Computer Lab Policy – Parent/Guardian signature is required

I. Ages of Membership

The CLUB is open for members enrolled in or entering 7th grade through summer after their senior year. Teen members must be enrolled in school or verify home-school status. If a member graduates or drops out of school, they are not able to come to club, even if they are under 18. The CLUB will accept 5th year seniors on a case-by-case basis. High School graduates are able to attend club for the summer after their graduation but cannot attend once the new school year begins.

II. Attendance Policy

When school is in session, a member cannot come to club if he/she missed school that day due to illness, suspension, etc. The local schools are aware of our policy and will contact The CLUB if any member is suspended. If members missed part of the day due to an appointment, they are able to come to CLUB. We will contact parents or school to confirm. We do not require members to attend CLUB every day. **Due to limited capacity during the COVID-19 pandemic, we will call parents/guardians after a member misses two consecutive Club days.** Please keep in mind that members who attend daily will be eligible for more field trips, sports participation, and other special activities.

III. Behavior Expectations

Members are expected to follow The CLUB behavior guidelines at all times when they are in the building or participating in a CLUB activity.

We are a program based Club—meaning that all members must participate in programs or they will not be able to come to The CLUB.

All members are required to read, sign, and turn in The CLUB behavior contract (see page 12).

IV. Donations:

Club members are not allowed to ask for or accept any kind of donation (money, item, etc.) from anyone. All donations must go through BGCMV.

V. Club Rules

- No food or beverages allowed in the computer lab.
- No public display of affection (PDA).
- No running in The CLUB.
- Cursing or swearing is not allowed in The CLUB.
- No hanging out in halls or restrooms.
- Use proper bathroom etiquette (flush, don't leave toilet paper on the floor, wash your hands, throw your trash in the trash can).
- No stealing. **(Note: The CLUB is NOT responsible for lost or stolen items.)**
- Once you leave The CLUB for the day you cannot return.
- Clean up after yourself - staff are not maids.
- Writing on the walls, desk, tables, chair or any form of defacement to The CLUB will be held liable for damages incurred.
- Respect yourself, other members, staff, and guests.
- Talking back to and disrespecting staff will not be allowed. Those who violate this policy will be sent home immediately.
- No bullying, making fun of, trash talking, or taunting another member, staff, and/or guest.
- Touching members in any manner is not permitted.
- Use of the computer lab is available to members only and requires reading and signing the Computer Lab Policy.
- No hanging out at the front desk or the lobby. Absolutely no members can be behind the front desk.
- Members are expected to participate in programs.
- BGCMV has zero tolerance for damage to CLUB property, stealing, inappropriate language, bullying, violence, threats, gang signs, weapons, drugs, or alcohol use.

Write ups will be given for violation of these rules. Multiple write-ups may lead to termination from The CLUB.

VI. Club Van

Update for Fall 2020 Due to our COVID-19 safety measures, we will not be using the Club van.

All members must wear seatbelts when riding in the van. Food and beverages are not allowed in the van. Staff reserves the right to exclude any member from an activity or school pickups based on previous bad behavior in the van. Guests and parents cannot take the van.

If your child misses the van being picked up from school, your child will have to walk or find another way to get to club. We will not return to the schools once our pickups are finished.

VII. Computer Lab/Computers/iPads/etc.

Access to The CLUB computer lab is a privilege, not a right for CLUB members. The computer lab is first available for those who are doing homework and need school email access. Members who are using the computers for personal usage (like playing games) may need to wait for an open computer.

CLUB computers should never be used for any form of social media. Members cannot download anything to the computers. Any member caught with downloading illegally (internet piracy) will be suspended. All website must be deemed appropriate by CLUB staff.

All members are required to read, sign, and turn in The CLUB computer lab policy (see page 12).

VIII. Discipline and Guidance

If an issue breaks our zero tolerance policy or is a repeated issue, the member will be sent home and a parent meeting will be needed in order for the member to return to The CLUB. In extreme cases, you can be immediately suspended and/or the police will be called. We will try our best to call a parent or guardian when a teen is suspended or sent home for the day.

Bullying is not tolerated at BGCMV. Safety is our biggest priority, therefore all members should feel safe in our facility and no child has the right to make another member feel unsafe. Parent meetings will be called immediately if bullying is happening.

IX. Dress Code

- You should wear tennis shoes if you want to play outside or practice a sport - flip flops are not allowed.
- Hats and hoodies with the hood up are not permitted.
- Clothing should not contain profanity, violence, inappropriate images or language, or tobacco, alcohol, or beer logos.
- Visible undergarments, extremely short skirts or shorts, low-cut tops, bare midriffs, or excessively baggy pants are not allowed.
- Members are expected to be dressed for the weather.
- Backpacks cannot be worn around club and must be left in the designated "back-pack" spot.

Members dressed inappropriately will have to call home and be picked up in order to change.

X. Equal Opportunity Provider

The Boys & Girls Clubs of the Mississippi Valley is committed to providing equal opportunity for all participants regardless of race, creed, color, religion, sex, sexual orientation, familial status, gender identity, national origin, citizenship status, disability or any other characteristic protected by law. The mission of the Boys & Girls Club is to enable all youth. Therefore, we welcome all youth with and without disabilities. We make reasonable accommodations so youth of all abilities have access to our Club.

XI. Facebook, Instagram, Twitter

For updates, pictures, and upcoming events, please:

Like "The CLUB" and "BGCMV" on Facebook

Follow "Moline Ontiveros Teen Center" and "BGCMV" on Instagram

Follow "BGCMV" on Twitter

XII. Guest Policy

Update for Fall 2020 Due to our COVID-19 safety measures, we will not be allowing guests.

XIII. Hours

School Year (starts Monday, August 24)

Monday-Thursday

2-6pm (snack and dinner provided)

Members will attend Club on days they do attend school. We will follow the same groups as the Moline School District.

Group A (members with last name A-L) will attend Wednesday and Thursday

Group B (members with last name M-Z) will attend Monday and Tuesday

Friday

2-6 PM (snack and dinner provided)

Group A will attend the 1st and 3rd week of the month.

Group B will attend the 2nd and 4th week of the month.

XIV. Illness Policy

If a member is sick at club, we will immediately call a parent or emergency contact to pick up the member immediately. If a member requires antibiotics (for pink eye, strep throat) or another form of treatment, the member cannot attend club until they have been treated for over 24 hours. Our illness policy is in line with the school districts'.

XV. Lost and Found

Lost and Found is kept near the cubbies in the Cave (either hung up or in the cubbies). Please remember check it regularly. Unclaimed items will be donated.

XVI. Meals

A snack is served daily when members arrive at The CLUB. However, if you arrive late, you may miss snack time. Dinner is also served daily and it is available at no extra cost.

Helping with after-meal clean-up is expected for all members.

XVII. Medications

CLUB staff cannot administer any medications, either over the counter or prescription. We highly encourage any members who have emergency medication to keep it on their person or in their backpack.

XVIII. Membership Fees

Due to limited capacity, we are only accepting members who are enrolled in the blended/in-person learning option. We will be verifying enrollment status with the school district.

School Year Membership Fee - \$30; scholarships are available for those who qualify

School Year Membership is valid for one school year. The last day of club membership is the last day of school, no matter when you sign up. Membership will extend in the event of snow days. We are unable to issue refunds on membership fees.

XIX. Open Door Policy

The Boys & Girls Clubs of the Mississippi Valley has an "open door policy," which means all CLUB members are free to come and go from The CLUB as they choose during the hours that we are open to our members. This means:

- Staff cannot force a member to come to club directly afterschool.
- Staff cannot force a member to stay at The CLUB against the wishes of said member.
- Once a member has left the building he/she will not be allowed to return on that day unless they are leaving with a parent or guardian for an appointment.

XX. Orientation

All members and parents will be required to attend 1 orientation session which will be over: Club Expectations, Rules, Programs, Field-Trips, Sports Teams, etc.

Orientation sessions will be held during shutdown before the school year and the summer begins. If your member signs up late, the member and parent/guardians will be asked to schedule a time to go over the material with the director.

If member and parent/guardians do not attend an orientation session or set up a time to meet with the director to go over the material, Club membership may be revoked without a refund.

XX. Personal Devices and Phones

BGCMV understands we are living in a technology-based world. We ask that parents use caution when sending electronics with their children - **BGCMV is not responsible if they break, get lost, or stolen.**

For other members' safety, personal videos and photos cannot be taken with a member's own device. If taken, the member will be asked to delete the media and may be sent home early.

Members are allowed to keep a cell phone in their pocket during club time. It must be set to silent. If there is an emergency, we ask that you call the Club (see back page for number) to ensure that your child gets the message.

Other electronics (Kindles, iPads, iTouch, etc.) must be kept in backpacks and are not allowed during program time. BGCMV staff and the front desk will not hold electronics for members. Members may be allowed to use electronics during social rec time but only when staff has given permission. Members are not allowed to bring their own video games to club.

Personal electronics are a privilege at The CLUB, not a right. If electronics are misused, a member will not be able to bring it to CLUB. Misuse can include taking video or photos, using during program time, and inappropriate content and language.

XXI. Pick-Up Policy

Members must leave promptly at the end of the day. If a member is not picked up 10 minutes after club closes, phone calls will be made to emergency contacts. If a member is not picked up 20 minutes after closing and no parent/guardian has been reached, our policy is to call the non-emergency line for a police officer pick up. For the safety of our members and staff, staff are not allowed to transport members in their own vehicles.

XXII. Policy on Field Trips

Update for Fall 2020 Due to our COVID-19 safety measures, we will not be going on any field trips.

All field trips are on a first come, first served basis. Members that have been attending club regularly get access before members that don't.

A permission slip is required for all field trips. Phone calls do not count. If there is a fee for a field trip, it must be paid to reserve your child's spot.

Our van leaves on time and does not wait for members. If your child is not at Club at the time of the field trip, their spot and fee is given away so another member can go. There are no refunds if your child is absent or is late.

XXIII. Programs

Boys & Girls Clubs is a program-based organization, meaning members participate in programs in five core areas:

- Education and Career Development
- Character and Leadership Development
- Health and Life Skills
- The Arts
- Sports, Fitness, and Recreation

Due to limited staff and space, not every activity or program will be offered every day. We generally offer two programs at a time so members can choose what they would like to participate in. We highly encourage members to stick with one program during the entire curriculum (usually 6-8 visits).

A note about Power Hour (homework time): BGCMV staff cannot force a member to work on homework during CLUB time. However, it is highly recommended members complete their homework at this time. If a member chooses not to take advantage of this time, there will be in another educational activity.

XXV. Remind App

All parents and guardians are strongly encouraged to sign-up for text messaging updates through the Remind App. This process will be shared during the Moline Teen Center orientation. We will only send texts regarding COVID-19, weather updates, or emergencies.

To sign up, put this website into your web browser:

<https://www.remind.com/join/motc20>

XXIV. Snow Policy

If Moline schools are closed due to inclement weather, BGCMV/The CLUB will also be closed.

Depending on the circumstances surrounded an unplanned early out at Moline Schools, The CLUB may be open. If it is a matter of safety or members and staff, The CLUB may close early.

In any of these cases, when in doubt, please call The CLUB. We will also let you know through social media and local news channels.

XXV. Snowballs

Any member caught throwing snowballs on CLUB property, walking to CLUB, or waiting for the van, will be immediately suspended from The CLUB for one week without warning.

XXVI. Sports Teams

Update for Fall 2020 Due to our COVID-19 safety measures, there will be no sports this fall.

XXVII. Staff

Our staff to member ratio is 1:15. If a member requires one on one care, we can refer you to other services. All staff are CPR certified and Mandatory Reporters.

XXVIII. Update Information

In case of an emergency or illness, it is important we have the most up-to-date information for all CLUB members. Please contact us immediately if there is a change of address, phone, and/or emergency contact.

XXIX. CLUB Closures and Hour Changes**Calendar subject to updates based upon COVID-19**

- *Tentative* Monday, August 24– First Day of School-Year Club for Group B
- *Tentative* Wednesday, August 26– First Day of School-Year Club for Group A
- Monday, September 7– Club Closed for Labor Day
- Friday, September 18– Half-Day School Improvement; Club Open 12:30-5 PM
- Friday, October 9- Half-Day School Improvement; Club Open 12:30– 5 PM
- Friday, October 23– Parent/Teacher Conferences No School; Club TBD
- Tuesday, November 3– Election Day No School; Club TBD
- Friday, November 6- Parent/Teacher Conferences No School; Club TBD
- Wednesday, November 11– Veterans Day; No School/Club Closed
- Monday, November 23-Friday, November 27 – No School/Club Closed for Thanksgiving Break
- Monday, December 21-Friday, January 1– No School/Club Closed for Winter Break

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- Monday, January 4–Teacher’s Institute-No School/Club Closed
- Monday, January 18– No School/Club Closed for Martin Luther King Day
- Friday, February 5- Parent/Teacher Conferences No School; Club TBD
- Friday, February 12- Parent/Teacher Conferences No School; Club TBD
- Monday, February 15– No School/Club Closed for Presidents’ Day
- Monday, March 22-Friday, March 26– Spring Break; Club TBD
- Friday, April 2– No School/Club Closed
- Friday, May 7– Half-Day School Improvement; Club Opens 12:30-5 PM

XXX. Cave Rules

- No throwing, kicking, or bouncing balls.
- Members must be supervised at all times.
- Pick-up and throw away all trash.
- Use exercise equipment as intended.
- Do not misuse games.

XXXI. Outside Rules

- If the basketball court is wet, you cannot go outside. NO EXCEPTIONS.
- Members cannot play on the field if it is muddy. This is determined by staff.
- If the field and court are dry and the temperature (including wind chill) is above 32, members can go outside but must be dressed appropriately.
- Members cannot go outside during programs or Power Hour.
- Once the street lights come on, members must go inside.
- Members must be supervised at all times.
- Pick-up and throw away all trash.

- Bring in all sports equipment after use.
- Do not climb the fence.
- If the heat index is +95 and temperature +90 degrees, outside time is limited to 30 minutes with a 15-minute break.
- Members must have appropriate foot wear (no open-toed shoes).

XXXII. Rec Rules

- Pick up all trash
- No running
- No bouncing, throwing, or kicking balls
- No yelling
- No horseplay
- If you see a piece of trash on the ground, throw it away
- Recycle all cans and plastic bottles
- Return supplies, games, controllers, books, etc. to designated spot after use
- If you make a mess you are responsible to clean it up
- Do not abuse games, equipment, tables, chairs, etc. in Rec area. You will be held responsible for any damages.

All rules must be followed. Club members who break the rules will be asked to leave for the day. Further abuse of the rules will result in termination from Club.

The CLUB	Administrative Center
Shelby Sorensen	
1122 5 th Ave	338 6 th St
Moline, IL 61265	Moline, IL 61265
ssorensen@bgcmv.org	
(309) 757-7307	(309) 757-5777

We encourage parents/guardians to *Like* “The CLUB” and “BGCMV” on Facebook, *Follow* “Moline Ontiveros Teen Center” and “BGCMV” on Instagram, and *Follow* “BGCMV” on Twitter to receive information and updates regarding The CLUB.

Special Addendum during COVID-19 Pandemic

COVID-19 is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health, safety and well-being of our staff and members. We will communicate any changes to staff and families.

These rules are set in place for the safety and well-being of our club members and staff. We have put in place these preventive measures in order to best serve our community and reduce the spread of COVID-19, however, the club cannot guarantee that you or your children may/may not become infected with COVID-19. Our Club will continue to follow the current guidelines set in place by the CDC, our federal, state and local governments, and will make adjustments if necessary, in order to continue to provide the safest environment possible. If you have questions or concerns contact the Executive Director, Torri Smith, at (309) 757-5777 Ext. 201 or tsmith@bgcmv.org.

Safety Measures:

1. Members will have their temperature taken and handwashing upon arrival. The person taking temperature will wear a mask/face covering and gloves. A temperature tracker will be utilized to document temperatures for staff and members.
2. Any member that has a temperature of 100.4 or above or show other signs of illness will be sent home immediately. Club members will not be allowed to come back to the club without a doctor's note, or have been symptom free and fever free for 24 hours without fever reducing medication. Parents unable to provide a doctor's note will be required to provide a written statement that their child is symptom free.
3. If a member becomes ill during Club, they will be isolated in a designated area until a parent/guardian can pick them up. There will be one staff for every member that is isolated and everyone will be required to practice social distancing. During isolation the member will wear a mask/face covering, if possible. If the member cannot wear a mask/face covering, then the staff assigned to that member must wear a face mask/covering. The staff assigned to member(s) in isolation are required to wear a face mask/covering. A questionnaire regarding symptoms/possible exposure to an infectious disease will be developed and completed by each staff member and parents.
4. There will be designated times for hand washing/use of hand sanitizer (handwashing with soap and water for 20 seconds; hand sanitizer with at least 60% alcohol content) Handwashing posters will be displayed throughout the facilities in both English and Spanish.
 - upon arrival to the club facility
 - before and after lunch, snack and dinner
 - before and after programming and recreation times
 - after bathroom breaks – one member at a time in the bathroom – handwashing signs must be displayed at every bathroom
 - after blowing your nose, coughing, or sneezing – cover and cough sneeze signs must be displayed in every room in the club.
 - every 60 minutes for staff and club members
 - after handling garbage
 - after a staff break time
 - before and after putting on face mask/covering
 - other necessary times as deemed appropriate by staff
5. Social distancing of 6 feet apart will be strongly enforced at all times. Parents will be expected to provide face masks/coverings for members. If a member arrives to club without a face mask/covering, one will be provided. Members will wear a face mask/covering at all times during club hours, with the exception of meals, outdoor recreation time and gym time.
6. If members wear their own mask/face covering it will not display offensive or profane language or graphics.
7. All staff will be wearing masks/face coverings during time with club members to help reduce the risk of COVID-19. Staff must ensure that children are social distancing as much as possible and that members understand and apply proper hygiene. There will be markings on the floor to assist with enforcing/maintaining social distancing. Club Directors and Staff will review reminders of safety procedures daily during Club announcements.
8. Youth/teens that are non-compliant or refuse to wear a face covering, gloves when asked, practice social distancing, handwashing, use of hand sanitizer, refuse to have temperature will be sent home. Any youth/teen that is sent home shall be reported to the Executive Director by the end of the business day. A conference will be held within 24 business hours with the Unit Director, Director of Clubs/Programming and Executive Director to determine if/when the member can return.
9. Staff will wear mask/face covering and gloves to administer snack and meals to members. Meals will be plated and served to members in their program areas; members will not congregate around or near the food. Snack, lunch and

dinner will be eaten in the classrooms and no family style eating will be allowed. Club members bringing their own lunch for the day must bring their lunch in a disposable brown paper bag.

10. Moline/Davenport Classrooms, program areas and recreation areas will be cleaned/sanitized between sessions. Club sites will be cleaned/sanitized at the end of each day. BGCMV will follow the guidelines recommended by the CDC for intensified cleaning, disinfection, and ventilation. Club members must follow flow chart lines in order to avoid crossing paths and to ensure equal distancing.
11. Each member will have their own set of supplies so they are not sharing. Any shared supplies will be sanitized immediately after use.
12. All items that are frequently shared and hard to clean will be stored away such as Legos, playdough, cloth furniture, etc.
13. Playground times or gym time will be staggered and no playground equipment will be used. The gym will be divided into two sections when there are more than 6 members. The dividers can be chairs, tables, etc.
14. No field trips will occur during Fall programming.
15. Water fountains will not be used. Members will be allowed to bring their own water bottle daily.
16. No visitors, volunteers, parents/guardians are allowed at this time without prior approval from the Executive Director and they must comply with the policies and procedures.
17. Families will be required to sign a liability waiver indicating understanding of COVID-19 its symptoms and possible complications and release of liability if allowing to child to attend and if their child is infected.
18. BGCMV will require sick Club members and staff members who have sick children to stay home.
19. Every parent and member must attend a Virtual Parent Orientation and Club Staff must document their attendance for verification. Parents that cannot attend must schedule a one-on-one training with the Unit Director.

COVID-19 Club Site Operations:

We will implement a curbside drop-off and pick-up to limit direct contact between parents/guardians and staff members to adhere to social distancing mandates. There will be staggered schedules for drop-off and pick-up. Staff will greet members outside as they arrive and to escort members inside the building. Parents cannot leave the premises before their child's temperature and daily questionnaire have been completed.

Drop-off and Pick-up Procedures:

Our screening requirements will be posted on entry doors in both English and Spanish.

Teen Center members are able to complete the wellness questionnaire. If a member becomes ill or develops a fever while at the Moline Teen Center, staff will immediately notify parents/guardians to pick up member.

Staff members will complete questionnaire with families while they remain in their vehicles or 6 feet away near the outside of the vehicle. The following screening questions will be asked:

- Do you have a fever or symptoms of COVID-19 including cough, shortness of breath, sore throat or other flu like symptoms (chills or shaking, muscle aches and pains, new loss of taste or smell, vomiting or diarrhea or sore throat)?
- In the past 14 days have you had a fever or symptoms of COVID-19 including cough, shortness of breath, sore throat or other flu like symptoms?
- Have you traveled out of the country in the past 30 days?
- In the past 14 days have you or someone in your household been exposed to someone who has tested positive for COVID-19 or had symptoms of COVID-19?

If parent needs to pick up their child prior to the scheduled pick up time, they must call the Club and staff will bring their child out to their vehicle. A sign displaying this process and Club phone number should be posted on the front door.

*****If an executive order or other direction is issued by the Governors of IL/IA, the President of the United States, or another applicable authority, that is more restrictive than this emergency rule or any minimum standard relating to the operations addressed in this emergency rule, the operations must comply with the executive order or other direction.**

Rules and Expectations for The CLUB Members and Guests

- No food or beverages allowed in the computer lab
- No public display of affection (PDA)
- No running in The CLUB
- Cursing or swearing is not allowed at The CLUB or on CLUB sponsored trips
- No hanging out in halls, restrooms, or lobby
- Use proper bathroom etiquette (flush, don't leave toilet paper on the floor, wash your hands, throw trash in the trashcan)
- No stealing (**Note: The CLUB is NOT responsible for lost or stolen items.**)
- Once you leave The CLUB for the day, you cannot return
- All members must clean up after themselves at dinner
- Members will be held liable for damages made to any piece of club property/equipment
- Respect yourself, other members, staff, and guests at all times
- Talking back to and disrespecting staff will not be tolerated and will result in suspension
- No bullying, making fun of, or taunting another member, staff, and/or guest
- Touching members in any manner is not permitted
- Use of the computer lab is available to members only
- Members cannot be behind the front desk
- Skateboards must be left at the front desk; bikes must be left outside
- Video games depicting violence are not allowed
- No R rated movies, PG-13 on a case-by-case basis
- No bouncing basketballs or kicking soccer balls in any area of The CLUB
- Follow all room rules

What is allowed at The CLUB?

- Food and drinks in the rec area
- Members seeking help for homework during Power Hour
- Members using the computer lab to do homework, participate in programs, and to learn
- Members giving input on what they want to do, where they want to go, what they want to learn
- Members taking an active and appropriate leadership role
- Members being helpful, kind, and respectful towards staff
- Keeping the equipment clean and usable
- Alerting staff members of any bullying or abuse between members
- Members playing basketball, soccer, dodge ball, riding bikes, and skateboarding outside only
- Members hanging out in the rec area and computer lab
- Members using proper restroom etiquette (flush, don't leave toilet paper on the floor, wash your hands)
- Members picking up after themselves and recycling plastic bottles and cans
- Members picking up around the Club and on Club grounds
- Members using appropriate language
- Members speaking at a normal tone (no yelling across the Club)
- Members being respectful of other member's belongings
- Members being friendly to guests and engaged in their programming
- Playing video games and rec games during social rec only (not during Power Hour, programs, or dinner)

Write ups will be given for violation of any of these rules. Multiple write-ups or serious write-ups may lead to membership termination from The CLUB.

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As a member or guest of THE CLUB, I understand:

- I. Membership at The CLUB is a privilege, not a right. Multiple disruptions during programs and/or failure to listen to staff can result in membership termination.
- II. Staff has high expectations for my behavior at the Club. I understand any poor behavior on my part can result in a loss of privileges, such as use of equipment and opportunities to participate in field trips.
- III. Equipment provided by the Teen Center is a privilege, not a right, for being a member. As such, the staff can revoke my privileges at any time for discipline issues.
- IV. If I do not want to participate in a certain program, I must participate in the other program offered at that time.
- V. This is my club and I should treat it as such by being respectful of the building, the equipment, and the grounds of the Club.

The CLUB Computer Lab Policy

Unacceptable use of the computer lab includes, but is not limited to:

1. Food and drinks in the computer area and classroom. No exceptions.
2. Computer use for any activities outside of homework (this includes social media).
3. Not wearing headphones at all times.
4. Abusing or defacing computer equipment.
5. Access to sites that contain obscene, hateful, pornographic, unlawful, violent, or otherwise illegal material.
6. Sending or posting discriminatory, harassing, or threatening messages or images on the internet.
7. Using computers to perpetuate any form of fraud and or software film or music piracy. (Examples: Downloading music, watching movies online, etc.)
8. Downloading, copying or pirating software and electronic files that are copyrighted.
9. Hacking into unauthorized websites.
10. Video chatting.
11. Introducing malicious software and/or jeopardizing the security of the organization's electronic communications systems.
12. Horseplay and profanity.
13. Changing computer settings.
14. Switching the keyboard and mouse assigned to the desktop.

By signing this contract, I understand and acknowledge the computer lab is a **privilege**, not a right, of being a CLUB member. I understand and will abide by the Computer Lab Policy. I understand should I commit any violation of this policy, my privileges may be revoked indefinitely. I understand should any violations occur the staff may require my participation in an internet safety course.

Member Signature

Date

Parent/Guardian Signature

Date

