



BOYS & GIRLS CLUBS
OF KING COUNTY

Great Futures Preparatory

Family Handbook

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1.0 MISSION OF BOYS & GIRLS CLUBS OF KING COUNTY

Boys & Girls Clubs exist to inspire and enable all youth, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

Boys & Girls Clubs of King County is a non-profit organization that provides a safe facility, professional staff, fun environment, and programs to assist youth in developing self-esteem, realize academic success, build good character & citizenship, and live a Healthy Lifestyle. Great Futures Preparatory is a program of Boys & Girls Clubs of King County.

2.0 WELCOME

Great Future Preparatory would like to take this time to welcome you to the ultimate college prep experience. Over the course of your student's high school term, our world class staff looks forward to impacting your student-athlete's life with programs to assist your student in developing self-esteem, realizing academic success, building good character & citizenship, and living a Healthy Lifestyle. We anticipate a fun and exciting season filled with growth, maturity, and accomplishments both in the classroom and in athletics.

3.0 ANTI-BIAS STATEMENT

Great Future Preparatory does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or other protected class status in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, other school-administered policies and programs, or in its employment-related policies and practices.

4.0 ADA POLICY

Great Futures Preparatory seeks to serve all people. It is our intention to include people of all abilities in our programs in the most integrated setting and wherever it is reasonably possible to do so. This includes individuals with a physical, mental or emotional need that substantially limits a major life activity, individuals with a record of such need, or individuals who are regarded as having such needs. Despite our best efforts, it may not be possible in certain circumstances for Great Futures Preparatory to accommodate the disability or special needs of a particular student. This could occur in the following examples:

- The individual's disability or special needs present a significant direct threat to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level; or
- The required accommodation would require a fundamental alteration to Great Futures Preparatory programs or otherwise would present an undue burden for the program.

For some youth, special accommodation needs may appear later, or may differ over time. Great Futures Preparatory will make ongoing assessments of your student's needs, and will require the parent or legal guardian's involvement in this process. Failure to share information about your student that identifies special care, accommodations or supervision needs may jeopardize the placement of or continued participation by your student in the program. All students are expected to abide by the *Code of Conduct* or stated behavior expectations. An individual plan of care stating needs is required prior to starting the program.

5.0 ANTI-BULLYING POLICY

In order to ensure respect and prevent harm, it is a violation of Great Future Preparatory policy for a student to be harassed, intimidated, or bullied by others in the school community, at school-sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

6.0 COLLIGATE SIGNING POLICY

At Great Future Preparatory we encourage our student-athletes to take advantage of college opportunities. If an opportunity to sign with a college arises during enrollment or postgraduate term, Great Future Preparatory will gladly release the student-athlete from any remaining tuition that is due as long as the payments are up-to-date and the student has no outstanding financial obligations.

7.0 TOURNAMENT/SHOWCASE

Once a student-athlete has signed a financial agreement with Great Future Preparatory, they are no longer permitted to participate in any tournaments, leagues, or showcases unless permitted by the staff. Any player who participates in one of the above-mentioned events will be suspended for two games. We are fully committed to our students/athletes and would like our families to honor the same values. Great Future Preparatory prefers our students to be fully committed to the program and getting the maximum exposure for college scholarship opportunities, however after the student tenure has concluded student-athletes can participate in as many events as they would like.

For travel related to Great Futures Preparatory programming, families are hereby notified that these are independent trips, not sponsored by South Lake High School or Seattle Public Schools. Seattle Public Schools has not reviewed these trips for participant safety, nor for appropriate handling of funds. If you have questions about travel related to Great Futures Preparatory programming, please contact Dominique Brooks, who is solely responsible for travel for our players. Any incidents that may occur during travel related to Great Futures Preparatory programming will not be covered by Seattle Public Schools liability coverage.

8.0 DAMAGE POLICY

In the event your student intentionally damages property or supplies, you may be asked to cover the cost of replacement.

9.0 CELL PHONE POLICY

Phones must remain off and hidden during school. You may use cell phones before or after school hours, outside or inside.

10.0 PARENT/GUARDIAN CODE OF CONDUCT

Great Futures Preparatory is committed to providing a safe and nurturing learning environment for your student. In an effort to ensure your student's development is met in a positive way, we ask that you as the parent(s)/guardian(s) agree to the following:

- To make every effort to follow all policies and procedures as expressed in this handbook. You understand that it is your responsibility to read and comprehend the policies set forth and to follow them to the best of your ability.
- To strive to support the program in the way you communicate with the student, the staff, volunteers and other parents. You will not be discourteous to, threaten, or use inappropriate language or actions towards any student (yours or other), staff, volunteers, or other parents/guardians either at or near Great Futures Preparatory or at any Great Futures Preparatory functions.
- To not approach any student other than your own to obtain confirmation, clarification, or "their view" on Great Futures Preparatory related issues, disputes, or disagreements between students. Such matters must be brought to the attention of Great Futures Preparatory staff.
- To not approach any staff member requesting confidential information in regards to any student but your own.
- To not ridicule or yell at my student or other students for making a mistake while participating in athletic practices or games.
- To strive to make the program fun for my student. Insist that my student treat other players, coaches and officials with respect regardless of race, sex, creed or athletic ability.

11.0 STUDENT CODE OF CONDUCT

This Student Code of Conduct is based upon the program rules governing student conduct and discipline. It includes Rules of conduct Specific grounds for disciplinary action Procedures to be followed in disciplinary actions. An explanation of the rights and responsibility of students with regard to attendance, respect for person and property, knowledge and observation of rules of conduct, the right to learn, free speech and student publications, assembly, privacy, and participation in school programs and activities.

Safe, Positive and Receptive Learning Environment Student Rights

To attend school in a positive learning environment. To have school staff who are receptive to student needs and concerns. To be safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination in the school. Student Responsibilities To maintain the decorum that enhances a positive learning environment. To express needs and concerns in an appropriate manner. To know and obey rules and school behavioral expectations also to report unsafe situations to school or law enforcement personnel.

Attendance

Great Future Preparatory operates on a very strict attendance policy for all athletic academic, and character development programs. Attendance is mandatory, for any student who misses three scheduled events will be suspended for one game. After five missed events, grounds for dismissal may occur. It is the student responsibilities that make up classwork in a reasonable amount of time after an excused absence.

Curriculum Student Rights

To have an equal educational opportunity in academic and extracurricular programs, within reasonable limits. To receive course descriptions. To learn from competent teachers in an atmosphere free from bias and prejudice. To take part in basic skills programs. Student Responsibilities To request academic and extracurricular programs consistent with ability. To ask for help from school staff in choosing courses. To cooperate with teachers and contribute to an atmosphere free from bias and prejudice. To make every effort to master academic standards.

Free Speech/Expression

Student Rights To express views through speaking and writing without being obscene, disruptive, slanderous or libelous. To participate in patriotic observances. To have the free exercise of religious beliefs as guaranteed by law. To assemble peaceably on school grounds while following federal, state and local law and school rules. To help develop and distribute publications as part of the educational process. To be protected from sexual harassment and all other forms of bullying and harassment. Student Responsibilities To respect the right of others to express their views. To behave respectfully during patriotic observances. To respect the religious beliefs of others. To plan, get approval for and conduct activities that are consistent with the school's goals. To follow the rules of responsible journalism under the guidance of an advisor, including seeking complete information about topics and refraining from publishing libelous, obscene or disruptive material. To refrain from sexual harassment and all other forms of bullying and harassment.

Grades

It is each student right to receive a teacher's grading scale at the beginning of the year or semester. To be notified of failure/potential failure when work is unsatisfactory. To learn about grading standards. To meet academic standards in line with the ability and to make every effort to improve unsatisfactory work.

Privacy and Property Rights

It is each student right to the privacy of personal possessions within the limitations prescribed by Great Future Preparatory rules and policies. To have personal property rights respected. Student Responsibilities To obey laws and rules against bringing prohibited substances of any kind to or possessing them at school or school activities. To realize the school is not responsible for students' personal property. To respect others' personal property.

Student Dress

The dress and grooming of Great Future Preparatory students shall contribute to the health and safety of the individual, promote a positive educational environment and not disrupt the educational activities and processes of the school. Because inappropriate clothing worn by a student is detrimental to the school program, the wearing of garments suitable for the school shall be encouraged. All faculty and administrative staff shall be on the alert to give positive guidance in these matters, without embarrassment to the student.

12.0 WEAPONS/FIREARMS POLICY

The possession or use on campus of firearms (to include look-a-likes) or other weapons, explosives or fireworks is forbidden. Violations may result in criminal prosecution and disciplinary action by the program, including immediate suspension pending disciplinary action.

13.0 DRUGS, ALCOHOL AND SMOKING

To help ensure the safety and well-being of employees, students, volunteers, and the general public, Great Future Preparatory is committed to maintaining a campus environment that is free of illegal drugs, and of drugs and alcohol that are used illegally. Accordingly, the state of Washington prohibits the consumption of alcoholic beverages on Great Future Preparatory property. Great Future Preparatory also prohibits the unlawful possession, use, distribution, or manufacture of alcohol or controlled substances that are illegal under federal, state, or local law. Violation of Great Future Preparatory alcohol and drug prohibitions is cause for disciplinary or other appropriate action.

14.0 HOW TO HELP SUPPORT THE PROGRAM

If you would like to learn how to support Great Futures Preparatory with either a financial donation, or a gift of supplies, please talk with your director, or visit our website: www.positiveplace.org/donate.

15.0 PROGRESS REPORTS

Each student-athlete will receive monthly progress reports that include the following:

- SAT Prep Progress
- Academic Reports
- Athletic Progress

16.0 CLOSURES

Boys & Girls Clubs of King County Facilities recognizes the following days as holidays and may be closed. *As some tournaments and other program activities may occur on holidays, your program director will provide information specific to Great Futures Preparatory activities scheduling.*

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Thanksgiving Day
- Native American Heritage Day
- Christmas Day

17.0 SNOW/INCLEMENT WEATHER

Great Futures Preparatory will be closed if local schools are closed due to inclement weather. If schools have a delayed opening, all morning programs will be closed. If schools dismiss early due to inclement weather or have canceled after school activities, sites will be closed to ensure the safety of the all. Email communication will be sent via program director.

If it becomes necessary to close a facility while students are present, we ask that parents pick up as soon as possible.

18.0 POWER OUTAGES/WATER SHUT OFF

For the safety of our members and staff, the Club may close early due to power outages. Parents/guardians and emergency contacts will be called for all students in attendance. If the water is shut off, the facility will be closed and will remain closed until other accommodations are made.

19.0 EXCESSIVE HEAT AND COLD

Indoor temperatures must be maintained between 68- and 82-degrees Fahrenheit. In the event that climate control devices are not enough, the Club may close until those temperatures can be maintained.

20.0 PHILOSOPHY

Great Futures Preparatory provides an elite athletic experience for more seasoned and experienced players. This is a competitive environment that will require significant physical and mental training. Students will be pushed to reach their full potential both as a student and as an athlete. Coaches, players, families, and spectators are encouraged to demonstrate good sportsmanship and positive support for all players and officials.

21.0 GOALS

- To provide an athletic experience that will have a lasting impression on the players participating in the programs.
- To provide positive guidance through respect, discipline, class, honesty, loyalty, hard work, commitment, and dedication.

22.0 FIRST AID

First Aid kits are located on-site. All staff and volunteers in our program are trained in use of AED devices, Basic First Aid and CPR. If an injury requires medical attention or a player experiences a medical emergency, 911 will be contacted.

23.0 OFFICIALS AND REFERREES

All coaches and referees have gone through a nationwide background check.

We are appreciative of our volunteers, officials and referees who help make our athletic programs successful. Please help us show this appreciation through mutual respect and good sportsmanship at all times.

24.0 LUNCHES

Meals & Snacks are provided by the program. If your student has food allergies or dietary needs, please notify program staff prior to their first day in the program.

25.0 VOLUNTEERS

Volunteers are vital to our programs and we encourage any parent or other adult to become a volunteer. Volunteers tutor, teach classes, coach, help with special events, fundraise, work in the office, participate on Club Advisory Boards, and help with building repair and maintenance projects. Volunteers are interviewed and must undergo a comprehensive nationwide Criminal History Background Check, which is repeated annually without exception. If you would like to volunteer, please speak to a staff member. All potential volunteers must have a valid Social Security Number in order to volunteer at the Club.

- **Minor Volunteers (Including Counselors in Training)** - Must be at least 13 years of age and meet same background and training requirements of adult volunteers. Minor volunteers do not count as youth or staff in staff to youth ratios and will never be left with other minors unsupervised.
- **Vaccine Mandate** - In accordance with a state of Washington vaccination mandate, all staff and volunteers coming into our programs in person must be fully vaccinated against Covid-19 and MMR as of October 18, 2021.

26.0 UPDATING PERSONAL INFORMATION

Please update your student's file for any important changes including:

- Change in phone numbers, home address, work place, school, doctor, dentist, health/dental insurance, or emergency contact.
- Changes in individual's authorization to pick up.
- Changes in allergies, health, or immunization status.

27.0 GRIEVANCE POLICY

Honest differences of opinion regarding conditions of care or procedures will arise from time to time. When this happens, families are encouraged first to bring the matter to the attention of the program director by asking to meet in private where

concerns may be addressed. We recognize that not all challenges can be remedied through this informal basis. The following more formal, step-by-step procedure should be initiated:

- Address a letter to the program director stating you would like to present a formal complaint. Describe the situation or topic you would like to discuss.
- If this discussion does not resolve the concern, you may request to meet with the school principal. After listening to your concerns and reviewing the program director's response, the Operations Director will make a final decision.

This grievance resolution policy is only a guideline. We may decide in some circumstances, and at our discretion, to use a different procedure to look into or resolve challenges. All decisions regarding the resolution of concerns or complaints remain at our discretion and shall be final.

28.0 REFUND GUIDELINES

Great Future Preparatory withholds the right to garnish refunds if a student is dismissed from our program. However, a refund may be considered if the student leaves due to medical or family obligations. Each instance will be reviewed by the director on a case-by-case basis.

29.0 PRO-RATING

We do not pro-rate program fees for illness, injury, absences, inclement weather closures (ex. snow days), behavioral suspension or family vacations. Students enrolled in our programs are reserving time, space, supplies, and the staff, regardless of attendance.

30.0 SPLIT FAMILY PAYMENT PLANS

In order for us to remain neutral, families asking for split bills will be required to submit a request accompanied by the parenting plan. We require you to provide us your court documents in order to provide separate bills and for us to know who is responsible for payment percentages. We will follow the parenting plan, but if payments are missed, it is the responsibility of the parent/guardian who registered the student into the program to pay any amounts due.

31.0 FINANCIAL AID

Great Futures Preparatory is committed to providing quality programming and making it affordable for all families. Financial Aid is awarded on an as-needed basis. Even if you may be eligible by our standards to qualify for financial aid, funds are limited and may no longer be available. For questions, please email financialaid@positiveplace.org.

To apply for financial aid, you will need:

- Completed Application Form
- Previous year's tax return form uploaded (not W-2) or other proof of income (W2s, Subsidy statements, SSI-D letters...etc)
- A hardship letter is attached if further explanation is needed

If you are awarded financial aid, your portion is expected to be paid in full by the required due date. Families must reapply each fiscal year.

32.0 OVERDUE ACCOUNTS

If your account becomes past due, you will receive a notice (phone call and/or email) that your account is delinquent and that program participation may be terminated within two weeks of non-payment. Collection actions may be taken if payment is not received within 45 days. Please coordinate with your program director if a payment plan is needed. Overdue accounts and/or payment plans, if not dealt with and paid on time, will lead to suspension. Your student will not be eligible to participate in any practices or games until all fees are paid in full.

33.0 CHILD CUSTODY AGREEMENTS, REQUEST OF RECORDS, AND LEGAL ORDERS

Certified copies of child custody agreement and legal orders regulating parental access to student records need to be filed with the program director.

To remain neutral, we will not release attendance records without a court order requiring us to do so. Court ordered documentation search requests will incur a \$50/hour fee with a minimum of two billable hours (\$100).

34.0 FAMILIES IN TRANSITION

Families in transition through personal loss, loss of a job, separation of a spouse or partner, or other difficult challenges should know we want to offer support. Please make us aware of concerns in your student's life. Changes outside of school may have an impact on a student's interactions while in our care. Our policy is to maintain a quality program while continuing to be a neutral and a confidential party during family hardship. We will help to provide families with resources such as counseling services, observation of students with chronic behavior problems, and other referrals. For more information, please request to meet with the program director.

If we become part of your parenting plan (i.e. split payments, mutual pick up/drop off point for custody exchange, etc.) please share this information with us. For other court ordered situations (i.e.: restraining orders), we must have a copy of the order on file in order to comply.

35.0 PHOTOGRAPHY AND VIDEOGRAPHY RELEASE

Part of every program registration, photography and videography release is chosen by the parent/guardian. If you would like to update or change this information, please see your program director.

36.0 CONTAGIOUS ILLNESS

Boys & Girls Clubs of King County and the Department of Health requires us to exclude students with symptoms of contagious illnesses. If it is evident your student shows any of these symptoms while in our care you will be contacted to pick them up **immediately**. Please keep your student at home if they are showing any of the below symptoms. Symptoms include:

- Diarrhea (three or more times in a 24-hour period)
- Vomiting (twice or more in a 24-hour period)
- Body rash, including ring worm and scabies (not from diapering, heat or allergies) *
- Pink eye or eyes with pus or mucus draining from them *
- Sore throat - especially with fever or swollen glands
- The presence of lice, nits or scabies (may return as soon as all presence is eliminated) *
- Pertussis (whooping cough) *
- Simply not feeling well: unusually tired, pale, lack of appetite, difficult to wake, confused or unusually irritable
- Fever above 100 degrees
- COVID-19 related symptoms (cough, sore throat, difficulty breathing, new loss of taste or smell, etc.) *
 - This includes anyone living in the household with a Club member within the past 24 hours.

* denotes when Club staff need to be informed on a contagious illness

37.0 CONTROL OF A CONTAGIOUS DISEASE

When there is an outbreak of a contagious disease and there is the potential for a case or cases to spread, the school will take all appropriate actions deemed necessary to control or eliminate the spread of the disease within their local health jurisdiction including, but not limited to:

- Closing part or all of the affected program
- Excluding any students, staff, and volunteers who are infectious, or exposed and susceptible to the disease from programming.
- Temporary masking of students and staff

In some instances, additional vaccination information may be necessary depending on the communicable disease.

38.0 LICE

If a student is found to have head lice while at Great Futures Preparatory, the family will be contacted and asked to pick up their student immediately. Because lice are considered to be contagious, we must look after the best interests of all the students attending our program. Youth will not be allowed to return to the program until they are lice and nit free.

39.0 PRESCRIPTION MEDICATION

Physician's name and authorization are required for long term prescription medications.

A Medication Authorization Form must be completed for any prescription or over the counter medication you wish us to administer to your student. See program director for medical forms. Please be sure that medications are stored in their original containers and clearly labeled with original label:

- Student's name
- Name and strength of medication
- Directions, time, dosage and method of administration
- Length of time to be given ('from' date and 'to' date)

Note: over the counter medication or general antibiotics used for less than two weeks do not require a doctor's signature.

For life threatening and/or chronic conditions (i.e. asthma, allergies, diabetes, ADD/ADHD), you will be required to fill out a medical plan. This plan will contain information about signs of an emergency and steps to take if a student needs daily and/or emergency medication.

40.0 NON-PRESCRIPTION MEDICATION

Non-prescription medication must be in its original container and will be given only by the dosage and frequency on the label, and is age-appropriate for your student. Medications are stored in a space not accessible to youth. Parents may authorize the following classifications of non-prescription medications: antihistamines, non-aspirin fever reducers/pain relievers, decongestants, anti-itching ointments and sunscreen.

41.0 EMERGENCY RESPONSE PLAN

We regularly practice emergency drills on how to care for students after a disaster and review emergency scenarios in order to be able to handle a wide variety of crises. Please keep the following in mind:

- In the event of a natural disaster (earthquake, etc.), we have supplies and emergency preparedness plans to accommodate staff and students while they are on site. If the school becomes uninhabitable, and we are instructed to move to a safer place, we will post our location and means of transportation.
- After a disaster, we will continue to care for your student until you or an emergency contact is able to pick them up. We understand this may be for many hours after a disaster. It is a parent's/guardian's responsibility to provide any medications (3-day supply) their student may need in case of a disaster.
- You may not be able to reach us by phone after a disaster. Unless you need to report a life-threatening injury to authorities, it is best to stay off the phone. Calling us takes us away from caring for student during emergencies.
- Check in with staff first before taking your student home. It is important we keep accurate, written records when releasing students. Taking your student without notifying staff will put that student on the missing list. This will cause needless delays for searchers who need to be looking for people truly in crisis.

42.0 ACCIDENTS

In the event of an accident or injury while in our care, Boys & Girls Clubs of King County carries secondary insurance. Secondary insurance will help cover additional costs that the student's primary insurance does not cover. Please talk with your program director to receive the form.

43.0 AIR QUALITY POLICY

Great Futures Preparatory follows King County Health Department (KCHD) recommendations for air quality. If KCHD states the air quality is poor, we follow their recommendation to stay indoors and cancel outside activities.

44.0 ITEMS NOT TO BRING

Valuables should not be brought to school. Items which endanger students and staff are not permitted. Weapons, real or toy are not permitted. Weapon-like novelty items such as switchblade combs and bullet key chains are not permitted. Real or toy handcuffs and restraints are not permitted. Fireworks are not permitted. Alcohol or drug related clothing and paraphernalia are not permitted. Head coverings and clothing that can be perceived as gang-related are not to be worn on school property.

45.0 LOST AND FOUND

We are not responsible for lost or damaged items from home. Stray clothing and items will be placed in the lost and found area each day. Unclaimed clothing and items are donated to charity.

46.0 SUPPORT PROTOCOL

Great Futures Preparatory strives to be an inclusive community to all who we serve. Open lines of communication between program staff, families and school staff help to ensure that we do our best to make sure all participants are successful. If your student has a diagnosed disability or has special medical and/or behavioral needs, a support meeting will need to take place prior to entering the program. This is to ensure our staff and your student are setup for success and can accommodate the needs of the student. This is also available to those families that have a student without a diagnosis, but feel that extra support would be helpful for the student's success in our program.

Prior to the support meeting, we ask that families provide program staff with an Individual Plan of Care, IEP and any ROI/FERPA forms. This information needs to be updated annually, or as often as it changes.

47.0 DISCIPLINE

While we strive to be sensitive to a student's and their family's cultural and individual values, age-appropriate behavior is expected of all students enrolled in our programs. Discipline will be based on an understanding of the student's needs and will encourage the student to develop self-control, appropriate behavior, and respect for the rights of others. Each student will be listened to and treated with respect and fairness by staff members. Staff may approach inappropriate behavior by using such methods as problem solving, alternative activities, and logical consequences for their actions.

Staff use positive techniques of guidance, redirection, anticipation and elimination of potential problems, positive reinforcement, and encouragement. Techniques of competition, comparison, and criticism are avoided. In addition, consistent, clear rules and expectations for the site are explained to the student. Staff will work with parents to establish open communication and to problem solve the student's behavior. Follow up at home may be necessary.

The use of proactive, non-physical safety interventions are the primary form of supporting an individual in distress and defusing potentially harmful situations. If non-physical safety interventions fail, Staff members who have previously received specialized training in non-violent crisis intervention techniques, may use physical safety interventions, including disengagements and holds to manage the situation. These interventions will be used in an emergency situation only when protecting a person from physical injury, to obtain possession of a dangerous object or protect property from serious damage. These techniques are a last resort method when verbal de-escalation and other proactive safety intervention techniques have failed.

Parents/guardians will be notified immediately if a student is in danger of hurting himself/herself, others, or the environment and if physical interventions had to be used. Should this occur, you are expected to pick your student up immediately – if unable, your emergency contact should be willing and able to do so. Your student will not be allowed to attend the program again until a protocol support meeting has happened.

Great Futures Preparatory, under no circumstances, will use corporal punishment, ridicule, or name calling as forms of discipline.

48.0 SERIOUS DISCIPLINE AND SUSPENSION

A serious discipline problem is defined by the director that determines a student is engaging in inappropriate behavior that result in a parent meeting and/or suspension. The following behaviors are examples and are not limited to:

- Fighting with another student, staff person, volunteer, or parent
- Bullying of any kind, verbal or non-verbal threats
- Acts of threat toward another member, staff person, volunteer, or parent
- Physical endangerment - drugs, alcohol, cigarettes, tobacco products, inhalants
- Destruction or theft of Club property or another member's property
- Racial or sexual harassment (including inappropriate physical contact)
- Bringing or using weapons with malicious intent to the Clubs: guns (toy), knives, sling shots, firearms, firecrackers or anything that is intended to be used as a weapon.
- Leaving school grounds and/or practice without permission from staff.
- Poor attendance and/or lack of participation.
- If you or your student engages in any of the following behaviors, we reserve the right to suspend that person from our programs. Duration of suspension will be determined at the parent meeting. However, student will not be able to return before the parent meeting.

49.0 CIRCUMSTANCES FOR TERMINATING PROGRAM PARTICIPATION

We reserve the right to suspend or remove any student from Great Futures Preparatory programming. Staff and parent(s)/guardian(s) have the right to request a parent conference at any time. The following are circumstances in which the director could terminate program participation. In every instance, complete efforts would be taken to try to solve the problem before termination.

- If parents/guardians disagree with a Club policy, and if attempts made to reconcile differences between the parent/guardian and the director fail, participation will be discontinued. Fees will not be refunded.
- If a student's behavior puts him/her or other students or staff at risk and is disruptive to the total program and every attempt to work with the student and his or her parent(s) fails to produce ongoing improvement, services will be discontinued. Fees will not be refunded.
- Additional grounds for terminating services include non-payment of program fees, failure to comply with program policies, failure to disclose required information, or other standards indicated in this handbook, etc. Fees will not be refunded.

50.0 CHILD ABUSE/NEGLECT REPORTS

Washington State Law requires that all Great Futures Preparatory staff who suspects that a student in our program is being abused or neglected must make an official report on behalf of the site to Child Protective Services (CPS). Reports are kept confidential. Referrals may be made to CPS without conferring with parents.

Reporting should be regarded as a request for investigation into a suspected incident of abuse or neglect. A report does not necessarily constitute a proven fact; rather, it is the raising of a question about the state of the child. Making a report can be the beginning of a process to help parents with their challenges and to protect their children.