Camp Fire
North Texas

2025 - 2026

Parent Handbook

one packet per household

TRANSPORTATION AND PICKUP AUTHORIZATION

The following points outline the standards for program staff and participants when engaging in transport and off-site activities. This does not constitute an exhaustive list and should not be considered as such.

1. Program Staff will prioritize Participant safety during field trips and transportation. They will have emergency medical authorization, contact information, and a printed or electronic participant list, conducting frequent roll checks.
2. Staff will:
   - Perform initial and multiple attendance checks, including name-to-face verification.
   - Use the buddy system.
   - Take attendance before departure, upon arrival, before returning to vehicles, and before leaving for return trips.
   - Carry first aid supplies.
3. Parents must provide permission for all transportation during registration and for special field trips.
4. All Youth Program vehicles will have first aid supplies and at least one staff member certified in CPR, First Aid, and AED.
5. Seat belts are required for all occupants in Camp Fire vehicles.
6. Participants must follow behavior and safety rules outlined in Camp Fire Behavior Policies.
7. Participants will wear wristbands displaying Camp Fire's contact information and their van number during field trips.
8. Participants without permission for a field trip will remain at Camp Fire Harrell Park and engage in an alternate program.

Fieldtrips

Camp Fire North Texas programs may occasionally hold off-site activities to enhance participants' learning or community awareness. Notices and permission slips for these events will be sent home via vans, email, and/or postal mail at least one week before the activity. Each notice will include the location, scheduled dates, a brief itinerary if needed, departure time from Camp Fire grounds, and return time or direct drop-off location.

Participant Pick Up & Drop Off

A. A completed and signed Transportation Policies and Pick-Up Authorization Form must be on file for participants.
B. These forms must be updated each year.
C. The original signer of the Transportation & Pick-Up Authorization Form may contact Camp Fire North Texas in person, via telephone, or via email to add an additional contact to the Authorized Person list.
D. Participants must only be signed out by a parent/guardian or person listed under pickup authorization.
E. One staff member must monitor the sign in/out duties each day.
F. Authorized persons must present picture ID to pick up a Participant.
G. Authorized persons must be 18 or older.
H. Participants must be picked up by the end of the program if being picked up at the program location, or by the end of the school pick-up time listed on the transportation schedule.
I. If any unauthorized person attempts to pick up a child, staff will follow the procedure below:
   1. Call the Youth Program Director.
   2. Politely inform the person that they do not have permission to release the child to them.
   3. Ask the person to leave.
   4. Move the Participant at risk to another room or area.
   5. Have another Program Staff in the pick-up area.
   6. The Director should call the original Authorized Person to inform them of the unauthorized pick-up attempt.
   7. If necessary, Program Staff should call 911.

AFTER SCHOOL ATTENDANCE AND VAN TRANSPORTATION

Since your child is registered for the program, you must give us notice if your child will not be attending. Notice should be given as early as possible, or by 2:00pm at the latest. This allows for a safe and smooth transition for your child during pick-up at each school. You can call the office at 940-322-5209 or send an email to youthprogramdirector@campfirentx.org or admin@campfirentx.org to relay information regarding your child.

All days are open for parent drop-off and pick-up at the park facility. If you choose to register your child and do not take them to one of the four schools listed below for transportation, you are responsible for dropping them off at the park facility to one of the staff members and to pick them up at the end of the program – 6:00pm at the latest. Our vans only transport to the following schools: City View, Fain, Scotland Park, and Zundy.

Vans return to the listed schools around 6:15 PM. Children will be released only after the driver verifies that a parent, guardian, or authorized emergency contact is present—you must come to the van to pick up your child. If the van is not at the school by 6:15 PM, it will arrive shortly thereafter as drivers adhere to strict safety policies and must follow all rules and regulations enforced by local law enforcement.

TRANSPORTATION AUTHORIZATION

All Camp Fire North Texas members must submit a completed transportation and pickup authorization form each school year for after-school and each summer for day camp. Members without this form cannot attend until it is submitted to the Camp Fire office. As the parent/guardian, I authorize Camp Fire North Texas to transport my child between the pickup location and Harrell Park and for field trips.

If no one is available to pick up my child and Camp Fire staff have not been notified by program end, staff will contact parents/guardians and authorized pickups. If no contact is reached, Camp Fire may take my child to the Children's Aid Society at 1101 30th Street (940-322-3141) to safely await pick up.

PICK UP AUTHORIZATION

As the parent/guardian, I authorize the individuals listed below to pick up my children from Camp Fire programs. I acknowledge these names may differ from emergency contacts. Those listed have agreed to be authorized and are aware their information has been provided to Camp Fire North Texas. I am responsible for ensuring this information is accurate and will update it if any changes occur.

AUTHORIZED PERSONS:

Permission has been given to the persons, up to four (4) that were listed in this section on the Registration Agreement Packet

HEALTH AND WELLNESS POLICY

Parents are responsible for informing Camp Fire of any special needs, concerns, or information regarding their participant's health. Any participant meeting any of the following criteria cannot be admitted to the Program:

1) If the illness prevents the participant from participating comfortably in the program activities.
2) If the illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other participants or staff.
3) If the participant has an oral temperature of 100.4 degrees or greater
4) If the participant has exhibited diarrhea, vomiting, or fever with the last 24 hours, or exhibits an undiagnosed rash, abnormal breathing, drainage from eyes, or a colored discharge from the nose
5) It is imperative that the participant not swim if they are ill or have been ill with diarrhea in the past two weeks. Please let staff know if your participant should stay out of the water.
6) A participant with live head lice cannot attend Camp Fire programs. If a participant has head lice, parents must inform the Youth Program Director. The participant will be allowed to return after treatment and all nits have been removed.
7) If the participant has been diagnosed with a communicable disease until medical evaluation determines the participant is no longer communicable.

Return Criteria: If a participant has a fever, or was sent home with fever, they must be fever free for 24 hours without the use of fever suppressing medications. Participants with a communicable disease such as pink eye may not attend the program. Parents must provide a written statement from the doctor stating the participant is free from contagious disease before returning to the Program after a contagious illness. Medical information may be emailed to the Youth Program Director at youthprogramdirector@campfirentx.org

Participants with extensive sunburns (open sores, blisters) will be allowed into the program but will not be allowed to participate in any swimming activities until the area is completely healed. *If your child cannot use standard sunscreen, please provide sunscreen for your child on swim days during the After-School program and daily during the Day Camp program.

Parents will be contacted if their child becomes ill while at the program. If the parent cannot be reached, the emergency contacts will be called. Any participant experiencing a fever over 100.4 degrees, vomiting, diarrhea, or exhibits symptoms of a possible contagious skin or eye infections will be removed from common areas and must be picked up within one hour of contact with the parent or emergency contact person listed.

Illness

Please use best judgement when your child is not well. If the participant is not well enough to participate in the program, Camp Fire staff will contact parents, or emergency contacts if needed, to pick up the participant as soon as possible. The participant must be picked up within one (1) hour of contact.

The chart to the right is a guide non-comprehensive list of illnesses and the return requirements that must be met prior to a participant's return to the program.

Illness Chart

Chicken Pox	6 days after appearance of 1st lesion
Conjunctivitis	24 hours after treatment
Diarrhea/Gastroenteritis	24 hours after last loose stool
Rubella	8 days after onset of rash
Fever	24 hrs after temperature is normal
Flu	24 hrs after temperature is normal
Measles	6 days after onset of rash
Head Lice	Completion of treatment & nits removed
Strep Throat	24 hrs after start of antibiotics
Poison Ivy	After lesions cease to ooze
Pneumonia	Written Doctor's note

Major Illness/Injury

In the event of critical illness or injury, proper medical personnel and parents will be notified. First Aid and CPR will be administered if needed. If the participant is transported to the hospital, staff will take the child's emergency medical release form and accompany the child to the hospital. Staff will stay at the hospital until the parent/guardian arrives.

The following steps will be followed by our staff in the event that a participant is injured at Camp Fire:

- A staff member will administer appropriate first aid.
- The onsite supervisor or the Program Director will determine if emergency medical attention is necessary and call 911. During the Day Camp program, the medic will make this decision.
- Program Director will notify the participant's parent/guardian.
- If a parent/guardian cannot be reached, the Director will attempt to notify the emergency contacts listed.
- Any child who goes to the hospital will be accompanied by a staff member who will remain with the participant until a parent/guardian arrives. The staff member who accompanied the participant will bring the Consent, Release, and Indemnification form with the participant's medical release and information.

Accident/Incident Reporting

All accidents and/or incidents will be documented and kept on file. Parents will be notified of the accident/incident.

Dependent upon the severity of the occurrence, parents may be required to sign the report acknowledging receipt. This report will only inform you of your child's involvement; other children involved will not be identified.

All Camp Fire North Texas staff are mandatory reporters. If any symptoms of neglect and/or child abuse are suspected in a child's condition, including bruises, contusions, lacerations, and burns, etc. the Program Director and Executive Director will be notified. Any suspected, or disclosed, abuse will be reported to the appropriate authorities.

***Administration of Medication (*<u>Summer Day Camp Program Only</u>)**

The Day Camp program nurse or medic will administer medicine only with written parental permission and will administer medication only as stated on the label directions or as amended by the physician. A medicine form must be completed for each prescription the child receives at the Program. Medicine forms are available at the medical station.

All prescription medications must be in the original container and must have its RX label indicating the child's name, the medication, the dosage, and the physician's name and number. Medications requiring refrigeration must be noted on the medicine form.

Over-the-counter medications will be administered only when accompanied by a medicine form and in the original container. Over-the-counter medications will be administered by label directions only.

Parents are responsible for removing medication at the end of the Program or when the child is withdrawn. Any medication left on-site will be properly disposed of 5 business days after the completion of the program.

PARENT CODE OF CONDUCT

The purpose of the Parent Code of Conduct is to provide mutual understanding to all parents/guardians and visitors about conduct expectations while on Camp Fire property, at Camp Fire events, and when interacting with Camp Fire employees and volunteers, members, and/or their families.

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- Direct service staff, administrators, and parents/guardians want all children to grow and learn in a safe environment;
- Direct service staff, administrators, and parents/guardians must work together for the benefit of all members;
- All parents/guardians and visitors, as well as all members of our community, deserve to be treated with respect;
- Camp Fire North Texas should be provided an opportunity to resolve issues of concern before public criticism.
- To avoid accusations and hearsay information, all meetings and conversations with parents may be recorded through audio and/or video device. This is meant to protect any parties involved in the meeting and/or conversations.

Prohibited Behaviors

To provide a peaceful and safe environment, Camp Fire North Texas prohibits the following behaviors by parents/guardians and visitors towards members, member families, volunteers, or employees:

- Abusive, threatening, profane, or harassing communication, either in person, by e-mail, text/voicemail/phone, or other written or verbal communication
- Disruptive behavior that interferes, or threatens to interfere, with Camp Fire operations, including the effective operation of programs, an employee's office or duty station, the Camp Fire office, or park grounds, including but not limited to events, parking lots, and car pickup.
- Threatening to do bodily harm to a Camp Fire employee, visitor, fellow parent/guardian, or member
- Threatening to damage the property of Camp Fire, a Camp Fire employee, visitor, fellow parent/guardian, or member
- Damage or destruction of Camp Fire Property
- Excessive unscheduled office and/or park visits, e-mails, text/voicemail/phone messages, or other written or verbal contact
- Defamatory, offensive, or derogatory comments regarding Camp Fire or Camp Fire staff made publicly to others. This includes use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Bluesky, TikTok, Snapchat, LinkedIn, Twitter, Flickr, Twitch streams, Discord, etc.

Any concerns that you may have regarding these matters must be made through the appropriate channels. Please follow the guidelines listed in the Grievance Policy. To ensure that you are able to speak with the necessary staff please send an email so that a meeting can be scheduled.

Dependent upon the severity of the incident, parents/guardians or visitors may be expelled from, or otherwise banned from, Camp Fire property and participation in Camp Fire events under the criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a verbal or written warning will be provided prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow.

GRIEVANCE POLICY

Camp Fire North Texas encourages participants and parents/guardians to share their opinions, suggestions, concerns, questions, and grievances about our policies, staff, and any other matters affecting the organization. The Program Director overseeing the program is the best person to address these issues. However, if a participant or parent/guardian feels the Program Director has not fully addressed the matter, they may escalate their concerns directly to the Executive Director.

Written Complaint Required for Formal Process
Verbal complaints are encouraged, especially for issues that can be quickly and easily resolved. A written complaint is required to begin the grievance process. To ensure a timely and effective response, complaints should include the following information, if possible:

1) The name of the individual(s) involved;
2) The date(s) the behavior(s) occurred;
3) The name(s) of any known witness(es);
4) A summary of the conduct meriting the grievance including:
    a. The behavior complained of and/or the alleged violation(s);
    b. Direct quotes when relevant and available; and
    c. Any relevant documentation.
5) The remedy sought by the person making the complaint.

Timeline
Members or parents/guardians who have a complaint or who are aware of behavior meriting a complaint, must provide, within 10 business days of occurrence or knowledge of, a written complaint via email to:

Catherine Godby, **Youth Program Director—**youthprogramdirector@campfirentx.org
for complaints about members or programs.

Erica Mundt, **Executive Director—**executivedirector@campfirentx.org
for staff-related issues and all other complaints as well as to resolve disputed complaints

i) The Youth Program Director will meet with the complainant within 5 business days of receiving the complaint.
ii) After the meeting, the Director will provide a written response, to include findings and a resolution.

If unsatisfied with the response, the complainant can appeal to the Executive Director within 3 business days of receiving the Program Director's written response.

i) The Executive Director will meet with the individual and resolve the complaint within 5 business days.
ii) A final written response will be provided. The Executive Director's decision is final.

Investigation
The Executive Director, Program Director, or their designee will carefully investigate the grievance while protecting the privacy of everyone involved, as much as possible by law. All parties are expected to cooperate with the investigation. If it is found that a policy or law has been violated, the organization will take appropriate action, which may include termination and notifying external authorities.

Retaliation
This organization prohibits retaliation against participants or parents/guardians for reporting, filing, testifying, assisting, or participating in any investigation, hearing, or legal process. If retaliation is suspected, participants or parents/guardians should immediately report it to the Youth Program Director or Executive Director. All retaliation reports will be promptly and thoroughly investigated. If retaliation is confirmed, appropriate action will be taken.

Publication and Communication to Participant and Parents/Guardians
This policy will be made available on the Camp Fire North Texas website and shared with all participants and parents/guardians through the parent handbook.

BEHAVIOR POLICIES

Camp Fire North Texas programs are inclusive to all children, and we strive to provide a safe environment for them to thrive and learn enrichment skills. We encourage all parents to partner with our Camp Fire staff by helping them understand the behavior policies while attending any Camp Fire program.

Please read the following policies below and discuss them with your child.

Examples of inappropriate behavior

- No bullying
- No drugs or alcohol on premises or during program hours
- No excessive disruptive or aggressive behavior
- No inappropriate or suggestive touching
- No weapons of any kind, especially those that may cause trauma and/or bodily harm
- No throwing rocks or other debris (including sticks) at anyone or anything, including Camp Fire property and parked vehicles.
- No fighting—includes any youth encouraging, cheering, and/or inciting others to join or start a fight
- No derogatory verbiage, racial slang, or cursing
- Offensive hand gestures
- No inappropriate conversations or communications (e.g., aggressive, violent, sexual)
- No intentional damage of other's property, including Camp Fire property
- No spitting at or on another person or Camp Fire property
- NO PHONES – There are serious consequences for the misuse of taking or sending pictures and cyberbullying. Talk to your children about the appropriate uses and responsibilities of using a phone.
- ***We do not allow recordings, videos, and/or pictures while at Camp Fire.***

TRANSPORTATION BEHAVIOR

To ensure the safety of all children attending Camp Fire programs, we ask our parents/guardians to please read our safety policies and discuss with your child the van rules. Our Camp Fire vans are able of transporting 12 children. Driving staff are trained in safety protocols and procedures to ensure compliance and safety.

Van Rules

1. No Food or Drinks allowed on the van.
2. No fighting or inappropriate touching
3. No cursing or using derogatory language
4. No yelling or screaming
5. Must remain seated while the vehicle is moving
6. ALL passengers must wear a seatbelt at all times
7. No destruction or damage to the vans

Transportation Safety

- All drivers must follow speed limits and obey all traffic laws.
- Drivers are not allowed to run yellow OR red lights. (If the driver is already in motion in an intersection and the light turns yellow, the driver must continue to clear the light)
- Drivers must validate any persons picking up a child from the van with a valid driver's license or state issued ID.
- All children must have permission from a parent or guardian to receive transportation by Camp Fire.

A child's failure to adhere to the behavior policy will result in consequences. These consequences will be determined on an individual case by case basis and can include, but are not limited to, the following:

1st Infraction - Verbal Warning & 'Time out'

2nd Infraction - Phone or in person meeting with parent

3rd Infraction - Suspension from the program

4th Infraction - Expulsion from all current & future Camp Fire programs/events

* The severity and outcome of the infraction will be determined by the Executive Director and can lead to an immediate suspension or expulsion from Camp Fire North Texas and all future activities. Camp Fire does not allow weapons or firearms on the premises (Camp Fire office and Harrell Park) at any time under Texas Penal Codes 30.05,30.06 and 30.07.

PROGRESSIVE BEHAVIORAL GUIDANCE POLICY

Camp Fire North Texas is dedicated to maintaining a safe and respectful environment for all program members. To achieve this, the organization has implemented a structured, progressive behavioral guidance approach policy designed to address incidents fairly and equitably. This policy aims to guide the resolution of incidents toward a positive outcome.

A **verbal warning** is an initial notice that behavior is unacceptable and must change. A **time-out** separates the child briefly from others to regain self-control. If behavior persists, a **written warning** will be issued, outlining the infraction, required actions, and consequences of further violations. Continued misconduct may result in **suspension**, with duration based on severity and prior records. In cases of severe misconduct or failed attempts at correction, **expulsion** may be the final action, meaning the individual is no longer allowed to participate in Camp Fire North Texas programs.

1. **First Infraction: Verbal Warning and 'Time Out'**
   - **Action:** The site supervisor or counselor will discuss the incident with the child or children involved.
   - **Documentation:** A student behavior documentation sheet will be filled and placed on file.
   - **Consequence:** The child will receive a verbal warning and be placed in a 'time out' to reflect on their behavior.
   - **Goal:** Encourage self-reflection and help the child understand the impact of their behavior, promoting responsibility and positive change through consequences.

2. **Second Infraction: Verbal Warning, Time Out, and Parental Notification**
   - **Action:** The site supervisor or counselor will contact the Program Director who will discuss the incident with the child or children involved.
   - **Documentation:** A student behavior documentation sheet will be filled, filed, and given or emailed to the parent.
   - **Consequence:** The child will receive another verbal warning and time out, with the added step of involving the parents to address the behavior.
   - **Follow-up:** The Program Director will contact the parents to confirm they received the documentation and work together to address the behavior. An in-person meeting may be scheduled if necessary.
   - **Goal**: Foster collaboration with parents to address behavior concerns, engaging the child, family, and staff in an open dialogue to correct the behavior and prevent future issues.

3. **Third Infraction: Written Warning and Suspension from the Program**
   - **Action:** The site supervisor or counselor will contact the Program Director who will discuss the incident with the child or children involved. The parent will be contacted for immediate removal of the child from the program.
   - **Parent Communication:** Upon the parent's arrival, the Director will verbally inform them of the child's suspension.
   - **Follow-up:** The Director will send a follow-up email including the student behavior document and the duration of the suspension. An in-person meeting with the parents and the child will be scheduled to help address the behavior.
   - **Goal**: Promote accountability by helping the child understand the severity of their actions. Suspension provides an opportunity for reflection and reinforces the importance of respectful behavior to prevent recurrence.

4. **Fourth Infraction: Expulsion from Camp Fire Programs**
   - **Action:** The Program Director and/or the Executive Director will speak with the parents to inform them of their child's expulsion from current and future Camp Fire programs.
   - **Follow-up:** Parent will receive an emailed copy of the behavior documentation sheet and notice of expulsion.
   - **Goal**: Ensure a safe, respectful program environment by emphasizing that ongoing inappropriate behavior is unacceptable. Expulsion protects the program's integrity and encourages the child to address their behavior outside the program.

This behavioral policy ensures that every incident is treated seriously and managed consistently, providing all members with the opportunity to correct their behavior before more severe consequences are enforced. Clear communication and documentation are maintained at each stage, culminating in either corrective action or removal from the program.

YOUTH CODE OF CONDUCT

The Youth Code of Conduct for Member Participants outlines the expectations of all Camp Fire North Texas members. At Camp Fire North Texas, we have zero tolerance for abuse and will not tolerate the mistreatment or abuse of youth in its programs. Any mistreatment or abuse by a member will result in parent/guardian contact and suspension or expulsion from the program.

ABUSE OR MISTREATMENT

Our organization's top priority is keeping members safe. Any form of abuse or mistreatment of members, children, employees, and volunteers is prohibited. Members shall not abuse or mistreat employees, volunteers, or other members in any way. Use of abusive language, obscene or profane language, including racial, religious, or sexual references directed at other people will not be tolerated. It is important to treat others as you would like to be treated.

Members shall not engage in the verbal or emotional abuse or mistreatment of other members, employees, or volunteers. Examples of appropriate and inappropriate verbal interactions are listed below.

Appropriate Verbal Interactions for Adolescent and Teenage Members	***Inappropriate Verbal Interactions for Adolescent and Teenage Members***
• Appropriate jokes • Encouragement • Praise	• Name-calling • Shaming • Ridicule or Humiliation • Off-color or sexual jokes • Cursing • Hazing • Discussing sexual encounters • Derogatory remarks • Bullying • Belittling • Harsh language that may frighten, threaten, or humiliate another member • Derogatory remarks about another members or his/her family • Inappropriate games like *Truth or Dare* and *Never Have I Ever*

Members shall not engage in the physical abuse or mistreatment of other members, employees, or volunteers. Examples of appropriate and inappropriate physical interactions are listed below.

Appropriate Physical Interactions for Adolescent and Teenage Members	***Inappropriate Physical Interactions for Adolescent and Teenage Members***
• Side hugs • Shoulder-to-shoulder or "temple" hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders	• Full-frontal hugs • Wrestling • Tickling • Exposing oneself • Hitting • Shaking • Kisses • Lap sitting • Piggyback rides • Spanking • Slapping • Showing affection in isolated areas • Any type of massage given by or to a members • Any form of affection that is unwanted by the members, the staff, or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas • Unnecessary restraints • Viewing or showing others pornographic materials

PERSONAL RELATIONSHIPS

Appropriate personal relationships between members are encouraged. However, our organization strongly discourages romantic relationships between member participants while in programming. Members are not permitted to hold hands, sit on others' laps, use full-frontal hugs, or kiss other member participants while in programming.

There should never be, under any condition, a romantic or otherwise personal relationship between a member participant and an employee or volunteer.

ONE-ON-ONE INTERACTIONS

Most abuse occurs when an adult is alone with a member, or when a member is alone with another member. Our organization aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration. If you observe one-on-one interactions between employees and members, you should report this to the Youth Program Director or the Executive Director. They can be reached at the office at 940-322-5209, or you can reach the Executive Director at 940-631-7294.

ELECTRONIC COMMUNICATION AND SOCIAL MEDIA

All communication between employees/volunteers and members, especially direct, private messaging, and use of social media apps between members and employees/volunteers is not allowed. Members should only use personal electronic communication devices, such as cellphones and tablets, in the event of an emergency. Members are not authorized to record, capture, and/or distribute any video, audio, or images of other members while under the care of Camp Fire. Member participants are not permitted to share cell phones with other member participants. Any violation of these rules can lead to the suspension or expulsion of the member from the program. Parents/guardians will be notified as appropriate.

ALCOHOL, DRUGS, AND TOBACCO

Possession and/or use of alcoholic beverages, drugs, and tobacco products while at the organization is prohibited. Members will not be permitted to participate in any program while under the influence of alcohol, drugs, or illicit substances. Parents/guardians will be notified as appropriate.

WEAPONS

We want our organization to be a safe place for members, children, and families. Weapons and items that may be considered weapons are prohibited. Anyone found to be in possession of such items will be required to leave and the items will be confiscated. This includes laser pointers. Parents/guardians, and/or the authorities will be notified as appropriate.

VIOLENCE

Our organization seeks to provide a safe environment for individuals in our community. Violence and threats of violence will not be tolerated at Camp Fire North Texas, on our grounds, in organization facilities, in other facilities being utilized by our organization, or during Camp Fire North Texas sponsored activities and events. Employees are available to assist in the
resolution of differences.

DISRUPTIVE BEHAVIOR

We take pride in the appearance of our organization, and we always want to ensure members are safe. Inappropriate or disruptive behavior is not permitted in our organization. This includes, but is not limited to, graffiti, littering, spitting, or throwing objects that could intentionally or unintentionally harm others or cause disorder.

BULLYING

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms including:

1. *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. *Verbal bullying* – when someone uses words to hurt another, such as by belittling or calling them a hurtful name.

3. *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. *Cyberbullying* – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs).

   Cyberbullying can involve:

   a. Sending mean, vulgar, or threatening messages or images.
   b. Posting sensitive, private information about another person.
   c. Pretending to be someone else to make that person look bad; and
   d. Intentionally excluding someone from an online group.
   e. Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
   f. Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all members, employees, and volunteers.

REPORTING

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that everyone, including members, actively participate in the protection of the members. If members observe any suspicious or inappropriate behaviors and/or policy violations on the part of employees, volunteers, or other members, it is their responsibility to immediately report their observations. At Camp Fire North Texas, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors Between Employees or Volunteers and Members
• Violation of any abuse prevention policies outlined by the organization • Seeking private time or one-on-one time with members • Buying gifts for individual members • Making suggestive comments to members • Picking favorites

Members are encouraged to report concerns or complaints about employees and volunteers, other adults, or members to the Youth Program Director who can be reached at 940-322-5209.