



MEMBER GUIDELINES





Table Of Content



- 2** Welcome Message
- 3** Supervision Guidelines
- 6** Code of Conduct
- 7** Minor vs Major
- 8** Discipline and Accountability
- 10** Leadership and Kindness
- 14** Technology & Internet
- 15** Dress Code
- 16** Weapons Policy



Welcome Message

Welcome to The Rock Youth Center Handbook!

We are so glad you're here. This handbook is designed to help students and families understand what The Rock is all about—who we are, what we believe, and how we work together to

create a safe, welcoming, and empowering environment for everyone.

At The Rock, our mission is simple but powerful:

To empower kids, you must love them.

L-listen to them, O-observe them, V-value them, E-empower them

This handbook will guide you through our expectations, programs, and policies so that every student has the opportunity to grow, build confidence, and become a leader in our community.

We believe:

- Every student deserves to feel safe, respected, and included
- Mistakes are opportunities to learn and grow
- Strong communities are built through kindness, accountability, and leadership

On this page, you'll also find quick access to our website through the QR codes for both Parent Login and Student Login. These tools will help you stay connected, informed, and engaged with everything happening at The Rock.

Whether you're new to The Rock or have been part of our community for years, we're excited to partner with you for an incredible year ahead.

Welcome to The Rock — where leaders are built.



Program Participation & Supervision Guidelines

Attendance & Open-Door Policy

To ensure the safety and well-being of all members, The Rock Youth Center follows the local school calendar and operates as an afterschool program on full school days. Students are expected to participate responsibly and follow all attendance and supervision guidelines while at The Rock.



Program Schedule

- The Rock is open only on full school days during the academic year.
- The Rock is closed on half days, early release days, snow days, and other days when school is not in full session.
- Summer scheduling is released Late May/First week of June. The Rock is open limited hours during the summer.

Eligibility to Attend

- The Rock Youth Center is designed as an independent participation program. Students should be able to safely navigate the facility, participate in programming, and manage their behavior within the general supervision structure provided by staff.
- Students who are suspended from school may not attend The Rock during the period of their school suspension.

Open-Door Program Structure

- Students may arrive anytime between 3:30 PM and 6:00 PM.
- Students may choose which days they attend during these hours.

Program Participation & Supervision Guidelines

Cont'd

Arrival, Supervision, and Departure

- Students must check in at the front desk upon arrival.
- Students must remain in areas where staff supervision is present.
- Loitering outside the center at any time is not allowed.
- When leaving for the day, students must notify a staff member and check out.
- The Rock Youth Center is a student-focused program. Parents, guardians, and other adults may not remain in the building during program hours unless they are attending a scheduled event, meeting with staff, or volunteering in an approved role.
- Once a student checks out and leaves the building, they may not return that day unless they are signed back in by a parent or guardian.
- The Rock supervises students only while they are on Rock property.
- The Rock assumes no responsibility for students who choose not to attend on a given day or who leave the building early.

Pick-Up Policy

- Parents, guardians, or authorized adults must pick up students before 6:00 PM closing time.
- A \$5 late fee will be charged for every 15 minutes past closing.
- If an unexpected delay occurs, please call 231-263-7000 so staff can be informed,

Communicable Diseases & Illness

To help maintain a safe and healthy environment for all members, students who have a communicable disease or symptoms of a contagious illness should not attend The Rock Youth Center until they meet current return-to-program guidelines. **This includes, but is not limited to, illnesses such as influenza, COVID-19, strep throat, chickenpox, norovirus, pink eye, and other contagious conditions.**

The Rock Youth Center follows guidance provided by the Michigan Department of Health and Human Services (MDHHS), the local health department, and Kingsley Area Schools when determining exclusion and return-to-program recommendations. Parents and guardians are responsible for keeping students home when they are ill and ensuring they meet applicable health guidelines before returning.

Staff reserve the right to request that a student be picked up if they display symptoms of a communicable illness while attending programming.

If a student is too ill to attend school, they are considered too ill to attend The Rock Youth Center.

Community Expectations & Discipline Policy

Our approach prioritizes respect, accountability, and growth while maintaining a safe community for all.

The Rock Youth Center is committed to providing a safe, welcoming, and positive environment for all members. The following policies outline the expectations for student behavior and how staff respond when those expectations are not met.

Code of Conduct

All members of The Rock Youth Center are expected to contribute to a respectful and supportive community. By participating in Rock programs, students agree to follow these expectations.

Respect & Inclusion

Members will treat others with kindness, respect, and dignity.

This includes:

- Respecting others regardless of background, identity, beliefs, appearance, abilities, or any other differences.
- Using respectful language with peers and staff
- Helping create a welcoming environment for everyone

Bullying, harassment, or discrimination of any kind will not be tolerated.

Behavior & Responsibility

Members are expected to behave responsibly and follow staff guidance.

This includes:

- Following directions from staff members
- Participating in activities in a safe and respectful manner
- Remaining in areas where staff supervision is present
- Checking in and checking out properly when arriving or leaving

Students are responsible for their actions and for contributing positively to the Rock community.



Code of Conduct Cont'd

Safety & Conduct

The safety of all members and staff is a top priority.

Members must:

- Avoid physical aggression or threats of harm
- Follow safety instructions provided by staff
- Immediately report unsafe situations to staff

Actions that endanger the safety of others will result in immediate disciplinary action.

Property & Technology Use

Members are expected to respect the property of The Rock, its members, and the surrounding community.

This includes:

- Caring for equipment and shared spaces
- Respecting personal belongings of others
- Using technology appropriately and responsibly

Damage, theft, or misuse of property may result in disciplinary action.



Commitment to Community

The Rock is a shared space where everyone plays a role in maintaining a positive environment.

Members are expected to:

- Support and encourage others
- Help keep the space clean and welcoming
- Work through conflicts respectfully

Students who participate at The Rock represent the organization both inside and outside The center.



Minor vs Major

Behavior concerns generally fall into two categories.

Minor Behavior Violations

Minor behaviors disrupt expectations but do not create immediate safety risks.

Examples include:

- Disrespectful language
- Minor conflicts between students
- Disruptive behavior
- Failure to follow directions
- Misuse of equipment or spaces

These behaviors are addressed through the Tiered Behavior Response System.



Major Safety Violations

Major violations create immediate safety concerns and activate the Safety Removal Protocol.

Examples include:

- Physical violence or fighting
- Weapons
- Drugs or alcohol
- Sexual harassment or assault
- Serious threats of harm

Parents or guardians will be contacted immediately for student removal.



Discipline & Accountability Policy



The Rock Youth Center uses a Restorative Tiered Response Model to address behavior concerns. The goal is to help students learn from mistakes, repair harm, and continue growing as members of the Rock community. At The Rock, we build leaders. When mistakes happen, we repair harm, restore relationships, and grow.

Disciplinary responses focus on accountability, reflection, and positive change rather than punishment alone.

Tiered Behavior Response System

Level 1: Redirection

Most behavior concerns are addressed through redirection.

Staff will:

- Speak privately with the student
- Remind them of expectations
- Offer a short reset opportunity (break, activity change)

Staff may document patterns of behavior if concerns repeat.

The goal is to help students quickly correct behavior and continue participating.

Level 2: Reflection & Repair

If behavior continues or causes harm, students may move to Reflection & Repair.

Students will complete a reflection form addressing:

- What happened
- Who was affected
- What they can do to repair the situation

Additional actions may include:

- Restorative conversations with affected students
- Helping staff or contributing positively to the space

The goal is accountability and restoring relationships.

Tiered Behavior Response System Cont.

Level 3: Parent Partnership

If behavior concerns continue or escalate, staff will involve parents or guardians.

This may include:

- Parent contact
- A meeting with staff
- A short behavior improvement plan

A short suspension (up to one day) may occur if necessary.

Students returning from suspension will participate in a Leadership Reset, which includes reviewing expectations with staff before returning.

Safety Removal Protocol

Certain behaviors require immediate action to protect the safety of members and staff.

These include:

- Physical violence or fighting
- Weapons
- Sexual harassment or assault
- Possession or use of drugs or alcohol
- Threats of serious harm

In these situations:

- Parents or guardians will be contacted immediately to pick up student member.
- The student may be suspended from the program
- A meeting may be required before returning

Permanent removal from The Rock is reserved for severe or repeated safety violations after documented intervention attempts.

Commitment to Growth

The Rock Youth Center believes mistakes are opportunities to learn. Our discipline model focuses on helping students develop responsibility, repair harm, and grow as leaders within the community.

By participating in Rock programs, students agree to follow the Code of Conduct and work with staff to resolve conflicts respectfully.



The Rock Leadership & Kindness System

At The Rock, we build leaders.

Every student begins each month in good standing. We assume kindness, responsibility, and leadership from the start.

Kindness Points are not a punishment system. They are a reflection of choices, growth, and accountability. Students are encouraged to protect their points, repair harm when mistakes happen, and actively contribute to a positive community.

Point Deductions (Accountability)	
Action	Points Deducted
Redirection (Level 1)	-5
Reflection & Repair (Level 2)	-10
Loss of Activity Privilege	-15
Parent Contact (Level 3)	-20
Behavior Plan	-25
Suspension (Level 4)	-40

Monthly Structure

All students begin each month with: 100 Kindness Points
This represents trust, leadership status, and a fresh start.

Point Adjustments

Kindness Points may be adjusted in alignment with the Code of Conduct and Discipline Policy.

Notes:

- Major safety violations follow the Safety Removal Protocol and may result in a monthly reset of points to zero.



The Rock Leadership & Kindness System

At The Rock, we build leaders.

Every student begins each month in good standing. We assume kindness, responsibility, and leadership from the start.

Kindness Points are not a punishment system. They are a reflection of choices, growth, and accountability. Students are encouraged to protect their points, repair harm when mistakes happen, and actively contribute to a positive community.

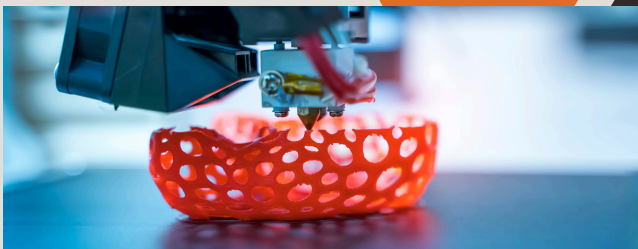
Earning Points Back	
Positive Action	Points Earned
Helping staff without being asked	+5
Volunteering for set-up or clean-up	+5
Conflict resolution handled independently	+10
Peer encouragement or leadership	+10
"Rock Ready" weekly recognition	+10

Earning Points Back

Students are encouraged to actively rebuild and protect their points through positive contributions.

Guidelines:

- Points may be earned back up to the monthly maximum of 100.
- Staff may recognize additional leadership behaviors at their discretion.
- Emphasis is placed on genuine effort and growth, not perfection.



The Rock Leadership & Kindness System

At The Rock, we build leaders.

Every student begins each month in good standing. We assume kindness, responsibility, and leadership from the start.

Kindness Points are not a punishment system. They are a reflection of choices, growth, and accountability. Students are encouraged to protect their points, repair harm when mistakes happen, and actively contribute to a positive community.

Sample Rewards	
Item	Cost
Stickers	10 points
Get in Early Pass	20 points
Rock Merch	40 points
DJ for the Day	50 Points
3D Printing Pass	60 Points
Game-All-Day	75 Points

Kindness Box (Monthly Incentives)

At the end of each month, students may use their remaining Kindness Points to select rewards.

Items and availability may vary based on donations and programming.

Technology & Internet Use Policy

At The Rock Youth Center, technology is a valuable tool for learning, connection, and entertainment. To ensure a safe and respectful environment, all members must follow these guidelines when using the internet, computers, and personal devices while at the center.

Safe & Responsible Internet Use

- The internet should be used for positive, educational, and recreational purposes.
- Accessing, displaying, or sharing explicit, violent, or otherwise inappropriate content is strictly prohibited.
- Cyberbullying, online harassment, or using technology to intimidate, embarrass, or harm others will result in disciplinary action.
- Never share personal information (such as home address, phone number, or passwords) online.

Appropriate Device Use

- Members are expected to use computers, gaming systems, and personal devices responsibly.
- Personal devices (phones, tablets, laptops) should not be used to disrupt activities or engage in inappropriate content sharing.
- Members may not take photos or videos of other students, staff, or volunteers without that person's permission. Sharing photos, videos, or recordings of others without permission is not allowed.
- Members may not use personal devices to view, stream, share, or display R-rated, sexually explicit, excessively violent, or otherwise age-inappropriate content while at The Rock.
- The use of social media, messaging apps, or gaming platforms to spread rumors, harass others, or engage in negative behavior is not allowed.
- If a member witnesses unsafe or inappropriate online activity, they should report it to a staff member immediately.





Technology & Internet Cont.

At The Rock Youth Center, technology is a valuable tool for learning, connection, and entertainment. To ensure a safe and respectful environment, all members must follow these guidelines when using the internet, computers, and personal devices while at the center.

Monitoring & Privacy

- The Rock Youth Center reserves the right to monitor internet usage on center-owned devices.
- Members should have no expectation of privacy when using The Rock's computers, Wi-Fi, or gaming systems.
- Staff members may intervene if a member is using technology in an unsafe or inappropriate manner.

Consequences for Violations

Failure to adhere to these guidelines may result in loss of technology privileges, suspension from The Rock Youth Center, or further disciplinary action depending on the severity of the infraction. Serious violations, such as cyberbullying, harassment, or exposure to inappropriate content, may lead to a permanent ban and/or notification of parents and authorities.



Dress Code

Clothing Expectations for a Positive Community Space

At The Rock, we want students to feel comfortable, confident, and able to express themselves while also helping create a safe, respectful, and welcoming environment for everyone. This dress code is intended to support participation in programs, movement, activities, and community standards year-round.

General Expectations

Clothing should:

- Cover personal areas appropriately
- Allow students to safely participate in activities and programming
- Not create a disruption to the environment
- Be suitable for a youth-centered community space

Students are encouraged to dress in ways that reflect their personality and style while remaining respectful of others.



Clothing Guidelines

The following are not permitted at The Rock:

- Clothing with hate speech, discriminatory language, or symbols
- Clothing promoting violence, illegal activity, drugs, alcohol, tobacco, or vaping
- Clothing with sexually explicit images or language
- Excessively revealing clothing that does not appropriately cover personal areas
- Clothing or accessories that could reasonably pose a safety concern during activities



Staff Discretion

The Rock Youth Center reserves the right to determine whether clothing or appearance is inappropriate, unsafe, disruptive, or inconsistent with the mission and environment of the program. Staff decisions regarding dress code concerns will be made with the goal of maintaining a safe, respectful, and inclusive environment for all students.

When concerns arise, staff will work with students respectfully and privately whenever possible.

Rock Youth Center Weapons Policy

Effective Date: May 1st, 2025

Purpose:

To ensure the safety and well-being of all individuals within the Rock Youth Center by prohibiting weapons on the premises, in alignment with Michigan state law and our commitment to a secure environment.

Policy Statement:

The Rock Youth Center strictly prohibits the possession of weapons on its premises, regardless of whether children are present. This policy applies to all individuals, including staff, volunteers, visitors, and program participants.

Definitions:

Weapons: Includes, but is not limited to, firearms (loaded or unloaded), knives, explosives, and any other objects that can be used to inflict harm.

Premises: All areas within the Rock Youth Center's property boundaries, including buildings, outdoor spaces, and parking areas.

Exceptions:

Licensed law enforcement officers acting in their official capacity are exempt from this policy.

Legal Compliance:

This policy is in accordance with Michigan Compiled Laws (MCL) 28.425o, which prohibits individuals licensed to carry a concealed pistol from carrying a concealed pistol on the premises of a public or private child care center, child caring institution, or child placing agency.

Enforcement:

Individuals found in violation of this policy will be asked to leave the premises immediately. Failure to comply may result in notification of law enforcement authorities.

Review:

This policy will be reviewed annually and updated as necessary to remain compliant with state laws and to ensure the safety of our community.



More Information

The Rock Youth Center is dedicated to providing a safe, welcoming, and engaging environment where students can build friendships, explore interests, and grow as individuals. We value strong communication with families and encourage you to reach out anytime with questions, concerns, or ideas. Thank you for being part of The Rock community.

Contact us :



231-263-7000



www.therockofkingsley.com



115 E Blair St, Kingsley, MI 49649

