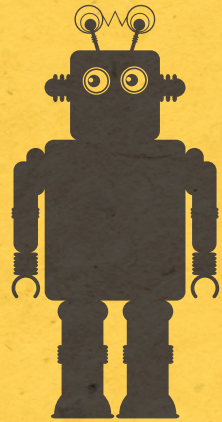


EXCEL

BEYOND THE BELL



POLICY MANUAL



Montgomery County
Public Schools



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Section 1:

Introduction

- EBB Partners Welcome Letter
- Partners Mission Statements
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- EBB Middle School Program Overview
- Core Values of Excel Beyond the Bell Partnership



Inspiring our youth to realize their full potential by building a sustainable system offering safe, quality and accessible OST programs

Dear Excel Beyond the Bell Staff:

On behalf of the Montgomery County Department of Recreation, Montgomery County Collaboration Council and Montgomery County Public Schools, we would like to welcome you to what will be an exciting and successful school year. The Excel Beyond the Bell partnership is a wonderful opportunity to provide youth with a safe and rewarding after school opportunity. We are thrilled that you have joined this effort and will contribute to the success of this program.

The Excel Beyond the Bell middle school program is based on current findings about the importance of providing both breadth and depth of interactive after school activities which allows time for exploring new interests and creating a sense of belonging among our youth. EBB continues to build an exemplary out-of-school time (OST) system where all our children and youth will have safe, engaging places to learn so they can succeed in school and life. Hiring quality staff only supports student engagement, achievement and personal growth, in turn inspiring our youth to achieve their full potential. We truly appreciate that as a member of the EBB team you are now in a position to assist us in carrying out this mission.

You will play a critical role in the success of this program by serving as the liaison between the partner agencies, connecting to youth, identifying needs, trends, and making recommendations for enhanced or modified programs and services. Through your active participation in professional development and your personal commitment to Montgomery County's youth, we are confident that those participating in the Excel Beyond the Bell program will laugh, learn and achieve during the after school hours.

Welcome to the Excel Beyond the Bell Team!

Sincerely,

Gabriel Albornoz
Director

Timothy B. Warner
Chief Engagement and
Partnership Officer

April Kaplan
Executive Director

Partner Agency Mission Statements

The mission of the Montgomery County Department of Recreation is to provide high quality, diverse and accessible programs, services and facilities that enhance the quality of life for all ages, cultures, and abilities.

The mission of the Montgomery County Collaboration Council for Children, Youth and Families is to improve the well-being of children, youth and families in Montgomery County through collaborative partnerships.

The mission of the Montgomery County Public Schools (MCPS) is to be a community of excellence that develops each student's full potential to be a lifelong learner and a productive global citizen.

Welcome to Excel Beyond the Bell! We are anticipating an exciting year of activities for our students, and you are a critical part of that success. Excellent staff produces excellent programs, and that is our goal. This manual has been prepared to give you the necessary knowledge to become an effective, engaging and responsible staff person.

History

In January 2007, the Montgomery County Collaboration Council for Children, Youth and Families issued a report, [*The Status of Out-of-School Time in Montgomery County*](#), which identified the need for an integrated system to move the county toward an improved and more efficient use of resources. The end goal was to improve the quality and quantity of experiences for children and youth when not in school. *Excel Beyond the Bell* was then launched in 2008 to carry out the County's initiative to create a local out-of-school time (OST) system that would increase the number of quality programs promoting positive youth development and inspire children and youth to achieve their full potential, especially in our most vulnerable communities. This joint venture is a collaborative effort of Montgomery County Recreation Department (MCRD), the Montgomery County Collaboration Council for Children, Youth, and Families (Collaboration Council), and Montgomery County Public Schools (MCPS). The EBB Partnership is committed to creating a strong out-of-school time system that will set standards of excellence, advance professional development, create and recognize quality programming and secure sustainable funding investment.

Mission

The Excel Beyond the Bell middle school is building an exemplary out-of-school time (OST) system where all our children and youth will have safe, engaging places to learn so they can succeed in school and life. EBB is committed to helping students develop a sense of belonging, build relationships with peers and adults, acquire new skills, develop new interests and increase school attendance as a result of their participation in the program. Providing sufficient breadth and depth in our programs will only support student achievement and personal growth, in turn inspiring our youth to achieve their full potential.

Middle School Program

The EBB after-school program currently in seven County Middle Schools – Argyle in Wheaton, Roberto Clemente in Germantown, A. Mario Loiederman in Silver Spring, Forest Oak in Gaithersburg, Neelsville in Germantown, Col E. Brooke Lee in Silver Spring and Montgomery Village in Montgomery Village - provides a supportive out-of-school program empowering youth to develop necessary academic and life skills in an effort to successfully transition from youth to adulthood. In addition, the EBB partnership provides professional development and training for all youth development practitioners.

The program is open to any student from the identified schools and operates four days a week in three 8-10 week sessions from the end of the school day until 5:30pm, providing for an extra hour of programming for participants. Activities include career exploration; leadership and civic engagement; Science, Technology, Engineering, and Mathematics (STEM) Education, creative arts; physical activity; health and wellness. Students participating in the EBB program at each school receive supper every day the program is in session and bus transportation home at no cost. Through the encouragement of healthy leisure choices, students are developing new interests, building successful positive relationships, and increasing involvement with their school and community.

Learn More

To learn more please visit www.excelbeyondthebell.org



EXCEL BEYOND THE BELL is a public-private partnership dedicated to ensuring that all children and youth have access to high-quality, safe and enriching out-of-school time programs that build brighter futures.

Core Values of the EXCEL BEYOND THE BELL Partnership

High quality out-of-school time programs have positive impacts on youth development, including learning, social and emotional growth, critical thinking, and physical health and wellness.

A coordinated system of partners with a common purpose, shared measurement, and consistent and open communication is required to achieve success. The Montgomery County Collaboration Council, Recreation Department and Montgomery County Public Schools along with out-of-school time providers are together part of this system.

As we work together, we are collectively committed to the following core values:

Youth Centered

- Out-of-school time services must be open to ALL youth with particular emphasis on engaging the participation of the communities' vulnerable youth (youth who may benefit most from OST services because of economic status, linguistic isolation, behavioral challenges, disabilities or lack of familial supports).
- We believe early adolescence in the middle school years is a critical time for child development.
- We value youth voice in the structure and delivery of all programming.
- Students must be emotionally and physically safe during their out-of-school time.

Family Supported

- We value engagement of the family in the out-of-school time experience as necessary for student success.
- Out-of-school time services serve as a conduit to other family and community supports.
- We value the culture of the families and children whose lives we touch with respect.

Integrated

- In-school and out-of-school efforts must be integrated at the policy, program and student levels.
- An array of coordinated programs must respond to student needs regardless of the funding source.
- Sustainability is achievable when the highest level of institution support is given toward the implementation of out-of-school time services at all levels.
- Joint decision-making among all partners using a problem-solving approach is essential for continued growth and collaboration.
- We value communication through respect and mutual understanding of the different perspectives and cultures of all partners involved.

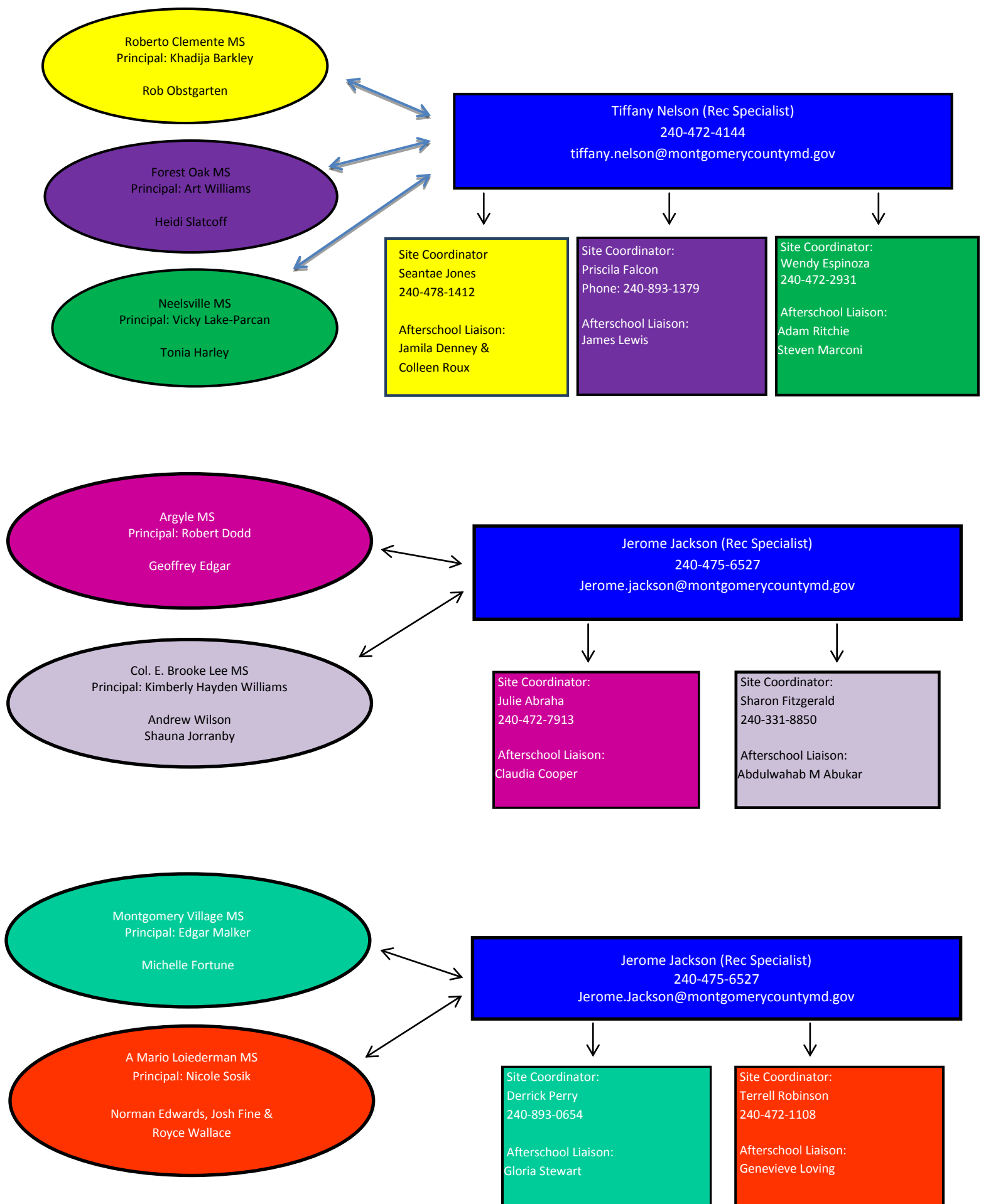
Accountable

- Quality out-of-school time must be supported by standards and professional development.
- A single program performance management system is required for true accountability.
- We value advance planning and utilizing a continuous improvement processes for success.

Section 2:

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- Montgomery County Public School Calendar 2014-2015
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 - Site Coordinator
 - Afterschool Liaison
 - Site Staff



MCRD

Robin Riley: 240-876-0134

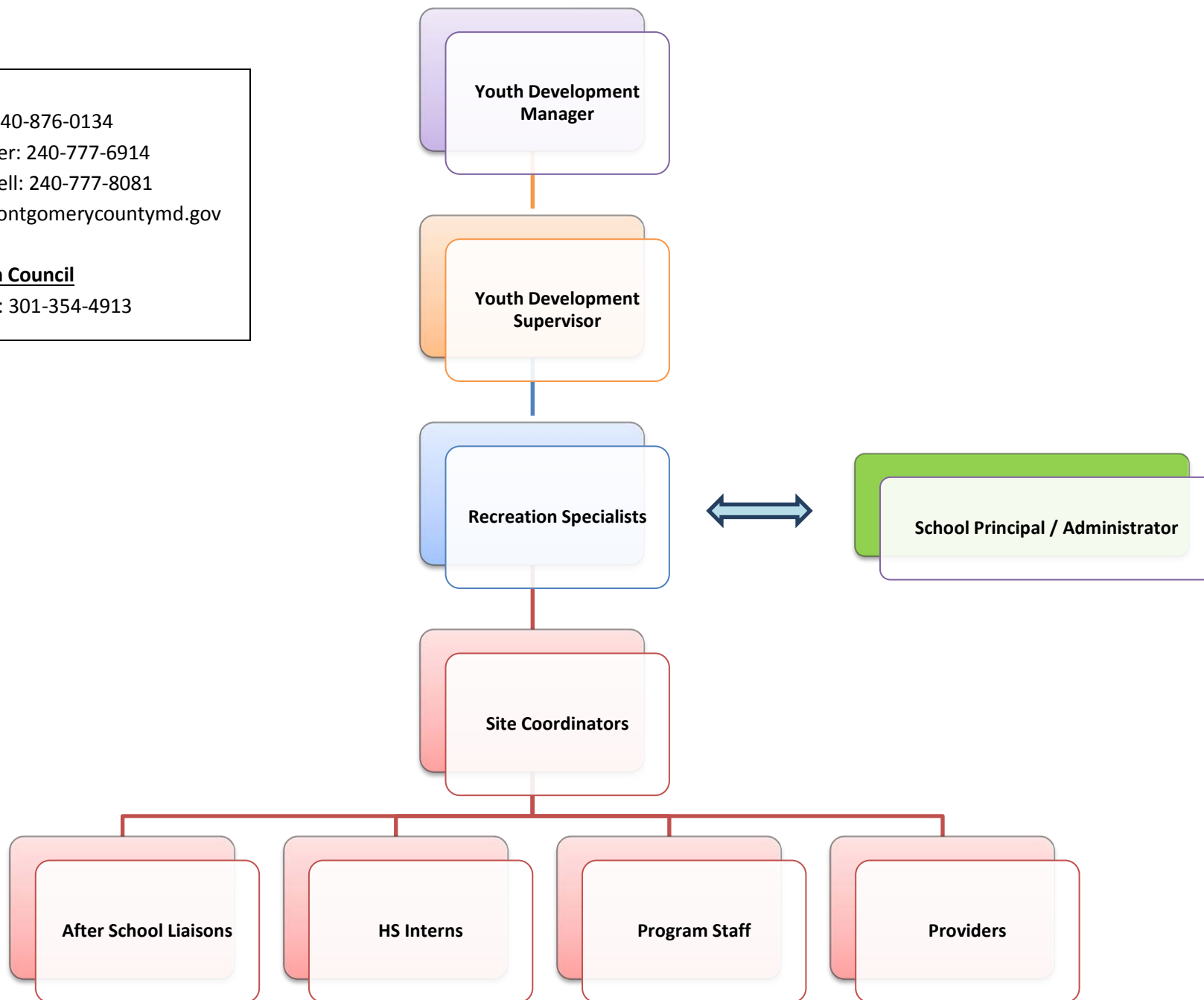
Adriane Clutter: 240-777-6914

Emily McDonell: 240-777-8081

First.Last@montgomerycountymd.gov

Collaboration Council

Lynn Sobolov: 301-354-4913



School	Name	Title	Phone
CLEMENTE Main Office: 301-601-0344	Tiffany Nelson	MC Recreation Specialist	(C) 240-472-4144 (W) 240-777-6863 (PC) 240-464-5077
	Khadija Barkley	Principal	301-601-0368
	Rob Obstgarten	Assistant School Administrator	240-421-6256
	Seantae Jones	Site Coordinator	240-478-1412
	Jamila Denney	After School Liaison	301-601-0344
	Colleen Roux	After School Liaison	301-601-0344
FOREST OAK Main Office: 301-670-8242	Tiffany Nelson	MC Recreation Specialist	(C) 240-472-4144 (W) 240-777-6863 (PC) 240-464-5077
	Arthur Williams	Principal	301-670-8242
	Heidi Slatcoff	Assistant Principal	301-670-8242
	Terri Foster	Administrative Secretary	301-670-8242
	Priscila Falcon	Site Coordinator	(240)-893-1379
	James Lewis	After School Liaison	301-670-8242
NEELSVILLE Main Office: 301-353-8064	Tiffany Nelson	MC Recreation Specialist	(C) 240-472-4144 (W) 240-777-6863 (PC) 240-464-5077
	Lily Lake-Parcan (Vicky)	Principal	301-353-8064
	Tonia Harley	Assistant Principal	301-353-8064
	Wendy Espinoza	Site Coordinator	240-472-2931
	Adam Ritchie	After School Liaison	301-353-8064
	Steven Marconi	After School Liaison	301-353-8064
COL. E. BROOKE LEE Main Office: 301-649-8100	Jerome Jackson	MC Recreation Specialist	(C) 240-475-6527 (W) 240-777-8083 (PC) 330-860-3187
	Kimberly Hayden Williams	Principal	240-372-2251
	Andrew Wilson	Assistant Principal	202-213-1907
	Shauna Jorranby	Assistant Principal	202-368-4590
	Sharon Fitzgerald	Site Coordinator	240-331-8850
	Abdulwahab M Abukar	After School Liaison	301-649-8100
ARGYLE Main Office: 301-460-2400	Jerome Jackson	MC Recreation Specialist	(C) 240-475-6527 (W) 240-777-8083 (PC) 330-860-3187
	Robert Dodd	Principal	301-460-2400
	Geoffrey Edgar	Assistant Principal	301-460-2400
	Julie Abraha	Site Coordinator	240-472-7913
	Claudia Cooper	After School Liaison	301-460-2400
MONTGOMERY VILLAGE Main Office: 301-840-4660	Jerome Jackson	MC Recreation Specialist	(C) 240-475-6527 (W) 240-777-8083 (PC) 330-860-3187
	Edgar Malker	Principal	301-840-4660
	Michelle Fortune	AP / Administrator	301-840-4660
	Derrick Perry	Site Coordinator	240-893-0654
	Gloria Stewart	After School Liaison	301-840-4660
LOIEDERMAN Main Office: 301-929-2282	Jerome Jackson	MC Recreation Specialist	(C) 240-475-6527 (W) 240-777-8083 (PC) 330-860-3187
	Nicole Sosik	Principal	240-753-4102
	Norman Edwards	AP/Administrator	240-328-5196
	Josh Fine	AP/Administrator	443-366-9419
	Royce Wallace	AP/Administrator	240-305-6586
	Denice Wepasnick	Administrative Secretary	301-929-4812
	Terrell Robinson	Site Coordinator	240-472-1108
	Genevieve Loving	After School Liaison	301-929-2282
MCRD EBB Oversight:			
Robin Riley, Division Chief 240-777-6824/ 240-876-0134	robin.riley@montgomerycountymd.gov		
Adriane Clutter, Manager 240-777-6914	adriane.clutter@montgomerycountymd.gov		
Emily McDonell, Supervisor 240-777-8081 / 240-832-8640	emily.mcdonell@montgomerycountymd.gov		
MCCC EBB Oversight:			
Lynn Sobolov, Program Manager 301-354-4913 / 240-855-2674	lsobolov@collaborationcouncil.org		

2014–2015 School Calendar

Montgomery County Public Schools

2014		
August 25	First day of school for students	
September 1	Holiday—Labor Day	Offices and schools closed
September 24	Early release day K–12. Planning/Grading/Interims	Students dismissed after lunch
September 25	Rosh Hashanah	No school for students and teachers (Note: Yom Kippur is Saturday, October 4, 2014)
October 17	MSEA Conference/MCAAP Fall Conference	No school for students and teachers
October 30	First marking period ends	
October 31	Professional day for teachers	No school for students. Some 10-month employees work
November 4	Holiday—Election Day	Offices and schools closed
November 10	Early release day K–8. Parent conferences.	Students dismissed after lunch
November 11	Early release day K–8. Parent conferences.	Students dismissed after lunch
November 12	Report card distribution	
November 26	Early release, K–12 prior to Thanksgiving Holiday	
November 27–28	Holidays—Thanksgiving	Offices and schools closed
December 24–25	Holidays—Christmas	Offices and schools closed
December 26, 29, 30, 31	Winter break	No school for students and teachers
2015		
January 1	Holiday—New Year's Day	Offices and schools closed
January 2	Winter break	No school for students and teachers
January 16	Second marking period ends	
January 19	Holiday—Dr. Martin L. King, Jr. Day	Offices and schools closed
January 20	Professional day for teachers	No school for students. Some 10-month employees work
January 29	Report card distribution	
February 16	Holiday—Presidents' Day	Offices and schools closed
February 27	Early release day K–12. Planning/Grading	Students dismissed after lunch
March 26	Third marking period ends	
March 27	Professional day for teachers	No school for students
April 3	Holiday—Good Friday	Offices and schools closed
April 6	Holiday—Easter	Offices and schools closed
April 7–10	Spring break	No school for students and teachers
April 14	Report card distribution	
May 25	Holiday—Memorial Day	Offices and schools closed
June 12	Last day of school for students	Students dismissed after lunch
June 15	Professional day for teachers	
June 23	All report cards mailed	

School Contingency Calendar, 2014–2015

If the school year should be disrupted by emergencies and schools are closed, the school year will be extended.

If schools are closed...	The school year will be extended by...
5 days	1 day to June 15, 2015
6 days	2 days to June 15 and 16, 2015
7 days	3 days to June 15, 16, and 17, 2015
8 days	4 days to June 15, 16, 17, and 18, 2015
9 days	5 days to June 15, 16, 17, 18, and 19, 2015

Excel Beyond The Bell Recreation Specialist

Job Overview

The Recreation Specialist supports the various program areas of Youth Development. This includes but is not limited to such youth development areas as middle school and high school after school programs, youth workforce development, youth leadership and a wide variety of teen events and activities. The Recreation Specialist also acts as a liaison between program providers and all Excel Beyond the Bell Partners (Montgomery County Recreation Department, Montgomery County Collaboration Council, Montgomery County Public Schools).

Primary Responsibilities Related to EBB

The Recreation Specialist (RS) is to collaborate with all parties involved in Excel Beyond the Bell as needed—the principal, parents, students, teachers, program providers—to enable the programs in a set of two or three schools to function efficiently, safely and with a high standard of quality. On a day-to-day basis, the Recreation Specialist works with the Site Coordinator at each school who ensures the smooth functioning of the program.

The Recreation Specialist also handles administrative tasks related to the Excel Beyond the Bell, including:

- Program planning
- Enroll students and maintain attendance
- Hire, train, and supervise part-time and volunteer staff
- Maintain an active working relationship with other agencies, schools, and special interest groups
- Monitor, review and evaluate programs; make recommendations to improve & expand programs
- prepare an operating budget for approval by the supervisor and operate within the framework of the approved budget
- Prepare paperwork such as reports, timesheets, and marketing and/or communication tools.
- Model and implement youth development behavior & best practices
- Attending trainings and meetings at the school and with other coordinators
- Engage with the local community concerning afterschool needs

All assignments may have weekend and evening requirements to support the program. This position may require the ability to attend meetings or perform work at locations outside the office.

Requirements

- Experience managing onsite operations of a program (preferably youth recreational program or after school program)
- Experience working with middle school students a plus
- Ability to promote, engage, and foster excellent relationships with students, parents, school staff, and the community

- Effective oral and written skills are necessary
- Must have completed or be currently enrolled in postsecondary education and have a familiarity with the Montgomery County area, schools, and students
- Current certification in CPR/First Aid is required
- Applicant must successfully pass a criminal background investigation

Desired Personal Qualities

- Self-motivated individual passionate about youth (grades 6 through 8)
- Capable of creatively problem solving under pressure
- Capable of being extremely organized and detail oriented
- Ability to listen, be a caring and supportive leader while maintaining high expectations
- Ability to interact professionally and effectively with school leaders and staff
- Operate with a friendly and flexible, yet objective-oriented manner
- Passionate about helping youth, especially those who are disengaged, understand the connection between education and a better life

Excel Beyond The Bell After School Site Coordinator

Job Overview

The Site Coordinator will oversee Excel Beyond the Bell Program delivery at the designated school partner site. The Site Coordinator must facilitate effective program delivery by providing on-site supervision of all logistics while also acting as a critical communication and leadership liaison between program providers and all Excel Beyond the Bell Partners (Montgomery County Recreation Department, Montgomery County Collaboration Council, Montgomery County Public Schools).

Supervised by: Montgomery County Recreation Department Staff
Weekly Hours: Between 20 and 25 hours per week

Responsibilities Prior to the beginning of School

- Prepare for and attend all EBB planning sessions
- Assist with and attend all training sessions prior to the beginning of the academic year
- Read and have a thorough knowledge of all policies and procedures in the EBB Policy Manual
- Assist with marketing efforts with school staff

Primary Responsibilities

Operations & Implementation

- Maintain high visibility at the EBB school site (especially during weeks of program operation)
- Manage day-to-day operations of the program assuring the safety and supervision of students at all times
- Responsible for monitoring current systems and recommending modifications
- Maintain a balanced schedule of academic, recreational, social and enrichment activities
- Oversee the collection, coordination, and entry of data about the program and students involved in a timely basis (including registration, attendance, meal counts, emergency cards, permission forms, and surveys)
- Prepare, review and revise marketing and informational materials related to EBB at the respective site
- Manage student recruitment and enrollment for program participation
- Assist with organizing end of program party (May/June)
- Supervise MCPS After School Liaison, program & site staff
- Assist with developing and implementing family engagement programs

Communication

- Develop and maintain a high level of communication with all EBB partners, providers and after-school staff (address program design, evaluation processes and outreach efforts, etc...)
- Cultivate relationships with providers, classrooms teachers and school staff, demonstrating a commitment to quality programs and the school environment
- Develop and maintain positive parent relations
- Facilitate site advisory meetings at least once per session
- Coordinate evaluation process, including surveys of students, staff, and parents
- Participate in all meetings, workshops, and activities organized by EBB partners

Requirements

- Experience managing onsite operations of a program (preferably youth recreational program or after school program)
- Experience working with middle school students
- Ability to promote, engage, and foster excellent relationships with students, parents, school staff, and the community
- Experience with classroom or program instruction (with similar age students, a formal teaching or youth development background is a plus)
- Must have completed or be currently enrolled in postsecondary education and have a familiarity with the Montgomery County area, schools, and students
- Current certification in CPR/First Aid is required
- Applicant must successfully pass a criminal background investigation

Desired Personal Qualities

- Self-motivated individual passionate about children (grades 6 through 8)
- Capable of creatively problem solving under pressure
- Capable of being extremely organized and detail oriented
- Ability to listen, be a caring and supportive leader while maintaining high expectations
- Ability to interact professionally and effectively with school leaders and staff
- Operate with a friendly and flexible, yet objective-oriented manner
- Passionate about helping youth, especially those who are disengaged, understand the connection between education and a better life

Excel Beyond The Bell After School Liaison

Job Overview

The After School Liaison (ASL) will work with the Excel Beyond the Bell Program (EBB) Site Coordinator at the designated school partner site. The ASL will be responsible for assisting the Site Coordinator in coordinating recruitment and enrollment efforts as well as all program delivery logistics.

Supervised by: Excel Beyond the Bell Site Coordinator
Weekly Hours: Between 14 and 20 hours per week

Responsibilities Prior to the beginning of School

- Read and have a thorough knowledge of all policies and procedures in the EBB Policy Manual
- Attend required training sessions prior to the beginning of the EBB program year

Primary Responsibilities

- Be onsite for all EBB activities/programs throughout the year (28-30 weeks)
- Work with MCPS teachers and administration to refer and recruit students to EBB
- Assist Site Coordinator in enhancing communication and collaboration between day and after school staff, including producing information for the school website & presentations at MCPS staff meetings
- Provide strong customer relations as necessary by working collaboratively with parents, school staff, students, and community members in all program activities
- Support daily program management efforts (meal distribution, outreach, scheduling, attendance, etc...)
- Attend all EBB staff and provider planning meetings
- Participate in EBB related programming including family events
- Perform related duties as required

Experience Requirements

- Must have strong verbal communication skills
- Has worked with Middle School students
- Experience working collaboratively with a variety of organizations (preferably education and/or youth focused)
- Must have completed or be currently enrolled in postsecondary education
- Have an understanding of the diverse cultures in Montgomery County Public Schools
- Current certification in CPR/First Aid is required
- Applicant must successfully pass a criminal background investigation

Desired Personal Qualities

- Self-motivated individual passionate about youth (grades 6 through 8)
- Capable of creatively problem solving under pressure
- Ability to listen, be caring and supportive leader while maintaining high expectations
- Great team player but willing to take the initiative
- Ability to interact professionally and effectively with school leaders, staff, and parents
- Capable of being extremely organized and detail oriented
- Passionate about helping youth, especially those who are disengaged
- Understand the connection between a good education and a better life

Excel Beyond The Bell Staff

Job Overview

Staff will help the Site Coordinator and After School Liaison with overall program implementation at the Excel Beyond the Bell Program school partner site.

Primary Responsibilities

Operations & Implementation

- Assist EBB staff with day-to-day operations of the program assuring the safety and supervision of students at all times
- Implement and model positive discipline and behavior management
- Assist with the collection and coordination of data about the program and students involved (including registration, attendance, meal counts, emergency cards, permission forms, and surveys)
- Monitor and encourage feedback about program delivery and effectiveness
- Work with Site Coordinator and After School Liaison to make sure that activities are staffed and well run
- Participate in program set up and clean efforts, making sure requested equipment is ready for the program, materials are distributed to facilitators, and appropriate materials (attendance and surveys) are collected when necessary
- Assure classrooms and other shared school space are well maintained and left as found
- Participate in student recruitment and enrollment for program participation
- Take a lead role in developing a student run EBB Newsletter
- Read and have a thorough knowledge of all policies and procedures in the EBB Policy Manual

Communication

- Maintain consistent communication with the EBB staff about providers, program quality and general operations
- Participate in meetings, workshops, and activities organized by EBB partners
- Assist with EBB outreach in the community
- Help prepare, review and revise marketing and informational materials related to EBB at the respective site

Desired Personal Qualities

- Experience working with middle school students
- Self-motivated individual passionate about youth (grades 6 through 8)
- Capable of creatively problem solving under pressure
- Ability to listen, be a caring and supportive leader while maintaining high expectations
- Ability to interact professionally and effectively with school leaders and staff
- Operate with a friendly and flexible, yet objective-oriented manner
- Capable of being extremely organized and detail oriented
- Passionate about helping youth, especially those who are disengaged, understand the connection between education and a better life

Section 3:

General Policies & Procedures

- County Government Policy Mandates
 - ADA/ Diversity/ Weapons/ Recycling
- Sexual Harassment & Child Abuse Mandates
- Hot Meals / Snack Program
- General Employment Policies & Expectations
- Class Cancellation Policy
- Attendance and Accountability for EBB Participants
- Site Agreement & Checklist
- Handling Complaints
- Inclement Weather
- Photography
- Training

Excel Beyond the Bell Policy Mandates

The Americans with Disabilities Act

Individuals with disabilities are encouraged to register for Excel Beyond the Bell programs. EBB is committed to full compliance with the Americans with Disabilities Act. This law states that we have an obligation to ensure that we do not discriminate against citizens with disabilities, and that all services are available and accessible. Services are provided to make every student's experience a successful one. If it appears that a participant may benefit from a mainstream companion, discuss this option with Site Team and parents. Early notification allows us more time to put the accommodations in place. Auxiliary aids or services may be requested by contacting a Therapeutic Recreation Specialist at (240-777-6870) or rec.mainstream@montgomerycountymd.gov.

Diversity

Montgomery County recognizes the many diverse groups that live and work and live within its borders. It embraces the ideals that all individuals are accepted and included in Excel Beyond the Bell and it mandates that all staff and participants be treated fairly and equally. The County has a wealth of diversity, and it is important to be sensitive and respectful of values, traditions, and beliefs of all individuals.

Weapons

Weapons are defined generally as any implement that can cause bodily harm, including (but not limited to) knives, metal buckles, nunchakus, guns, rifles, or other firearms, as well as any object used as a weapon.

An abbreviated definition of the Weapons Policy of Montgomery County's Excel Beyond the Bell is as follows: Except for law enforcement officers, no person shall carry or possess a weapon of any kind on Recreation or school grounds/facilities or while attending an Excel Beyond the Bell program.

Recycling

Montgomery County has a strong recycling program and you are encouraged to participate in recycling efforts. Staff should model recycling initiatives, particularly at meal and clean up times. Staff should also discuss recycling with the students and encourage their participation as well.

Child Abuse Mandates

We take child abuse seriously. A criminal background check is made of all staff for offenses related to child abuse.

Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and neglect. You must be alert for potential signs of child abuse or neglect, whether sexual or physical.

Child Abuse Facts

- Boys as well as girls can be victims of sexual abuse.
- Sexual abuse also includes showing young children pornographic materials.
- A large percentage of abused or neglected children are abused by people known to them, either a family member, family friend, or someone who has established a trusting relationship.

Symptomatic Behavior

Many children are not able to verbally express a sexual experience but may exhibit one or more of the following symptomatic behaviors that may indicate child abuse or neglect:

- Advanced sexual knowledge
- Increased isolation from peers
- Constant physical complaints
- Consistently arriving without lunch or proper clothing
- Unusual bumps, bruises or burns

Steps to take if Abuse is suspected

- If a child begins to discuss inappropriate sexual contact, listen to him/her carefully. Realize that he/she may not have the vocabulary to express sexual behavior, or he/she may not understand fully just how inappropriate the sexual behavior may have been.
- Try to write down the child's exact words immediately after the conversation so your reporting can be accurate.
- Do not express doubt or disbelief to the child. Children do not have the experience to make up sexual behavior, and cases of false reporting are extremely low.
- Contact the Program Supervisor immediately. He/she is always available to assist with the process. Do not wait and do not discuss it with other staff.
- You do not need proof or permission to report suspected abuse. Although it is not your job to investigate potential child abuse, it is the law and your responsibility to report a known or suspected case for investigation.
- To report abuse, neglect or sexual abuse, call the Department of Health & Human Services, Children's Protective Services (CPS) at: 240-777-4417. For service using TTY, call 240-777-4815.

For additional information and resources on child abuse & neglect please visit:

<https://www.childwelfare.gov/can/>

Sexual Harassment

Every employee has the right to work in an environment free of all forms of discrimination, and sexual harassment is a form of discrimination that is illegal under federal, state and local laws. Excel Beyond the Bell has zero tolerance for sexual harassment.

An abbreviated definition is as follows:

Sexual harassment is a verbal or physical conduct that includes:

- Unwelcome sexual advances
- Requests for physical conduct of a sexual nature
- Any written, verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

Sexual harassment includes, but is not limited to the following: requests for sexual favors; the use of threats or force to obtain sexual favors; Sexual propositions or innuendo; suggestive comments; sexually-oriented teasing or joking; jokes about gender-specific traits; unwelcome or uninvited touching, patting, pinching or brushing against another's body; obscene spoken or written language, obscene gestures; and display of offensive or obscene printed or visual material.

An employee who is subjected to sexual harassment, witnesses it, or has knowledge of it should immediately bring the matter to the attention of his/her supervisor.

Any employee who sexually harasses another staff member or participant may be released.

Sexual harassment by contractors, consultants, subcontractors, their employees, individuals who conduct business with the County, or individuals who receive services from the County will not be tolerated, and may result in termination or suspension of the contract, denial of contract privileges, denial of services, or the filing of criminal charges against the harasser.

Why participate in the Afterschool Meal Program?

Ensuring the health and well-being of today's youth is one of our highest priorities. Nutritious meals and snacks are an important component for effective learning and developing healthy eating patterns now and in the future. EBB is a proud supporter of these efforts and provides a meal at the beginning of each program day.

✓ *Feed children who might otherwise go hungry*

Many children in Maryland are not getting the nutrition they need. A recent report by the Food Research and Action Center found that one in five Maryland households with children did not have enough money to buy food that their family needed in 2011.¹ Federal nutrition programs, like the Afterschool Meal Program, provide nutritious meals for children that they may not otherwise have access to and help families stretch limited food budgets. For many children, the Afterschool Meal Program may provide the last complete meal they receive until the next school day.

✓ *Increase participation in and success of afterschool programs*

An increasing number of schools, local government agencies, community-based organizations, and religious organizations find that participating in the Afterschool Meal Program helps them strengthen their afterschool programs, better serve their students, and more effectively meet the needs of their communities. Offering a complete nutritious meal (rather than a snack) attracts significantly more children—especially teenagers—into afterschool programs, keeping them engaged in constructive activities. As more and more children spend time in afterschool programs while their parents are working, the Afterschool Meal Program provides the nutrition they need to continue learning and remain engaged and focused throughout the afternoon.

***** From the Maryland Hunger Solutions Guide to the Afterschool Meal Program *****

General Employment Policies & Expectations

- You must comply with state law requirements and undergo criminal background investigation.
- You may not work until all hiring paperwork has been satisfactorily completed.
- You are expected to conduct yourself in a professional manner and comply with the standards and practices as specified in this manual while involved in EBB programs.
- The following standards of conduct must be strictly followed
 - Tardiness and unexcused absences will not be tolerated.
 - Jeopardizing the safety and health of the students and other staff will not be tolerated.
 - You are expected to remain onsite throughout the EBB program hours
 - The use of obscene language is strictly prohibited.
 - No intoxicants may be brought or consumed on the premises before, during, or after EBB hours, and coming to EBB with alcohol on your breath will not be tolerated.
 - EBB staff is not permitted to eat the provided snack and supper meals.
 - Smoking is prohibited at all program sites.
 - If an emergency occurs and you need to leave the after school program during the workday, you must inform the Site Coordinator. The Site Coordinator must also inform the Recreation Specialist so that other arrangements can be made.
 - If you have a legitimate illness and cannot report to work, you must call the Site Coordinator as soon as possible so arrangements for proper coverage can be made. The Recreation Specialist should be notified as well. When possible, you should call the evening prior to the absence.
 - Personal phone calls and guests are not permitted during working hours, and personal cell phone usage for EBB staff must be kept to emergency use only during working hours.
 - It is inappropriate to communicate with students on social networks or by text at any time or store personal information on phones such as phone numbers, photos etc...

- Unless excused, you are expected to participate in all staff meetings.
- Staff must wear Excel Beyond the Bell staff shirts each day of the program. Staff will be given two shirts and they should make sure shirts are clean and presentable at all times.
- Electronic Devices – This policy is in place to protect the privacy and safety of students and adults in the building, to prevent unsupervised internet access, to prevent posts of unauthorized photos online, and to prevent school-time contact and diversions that undermine the student-school-EBB relationship.
 - Such devices may not be SEEN or USED during after-school activities.
 - Such devices may not be SEEN or USED until students have exited school (the building and/or sports or play areas) for the day.
 - Such devices must be turned off (NOT on vibrate) during EBB program hours.
- The EBB staff reserves the right to limit the use of personal games or other commercial items that may infringe on the social climate we want to create and maintain at Excel Beyond the Bell.
- Staff is responsible for inspecting the school spaces being utilized at the conclusion of programming each afternoon. Unsafe conditions inside buildings or on the grounds should be documented and reported to the Site Coordinator and school office personnel.
- Staff is not permitted to transport participants in their own vehicles under any circumstances. It is against County policy. Violation of this policy is cause for termination. In an emergency situation, call 911 for an ambulance. In other situations, consult with all Site staff or call the Recreation Specialist for assistance if a participant requires emergency transportation.

Cancellation Policy

It is expected that providers will help in marketing and recruiting students for their program.

The Excel Beyond the Bell partner agencies reserve the right to cancel a class when the required minimum enrollment is not met. The minimum requirement set for class enrollment is 8, which may be subject to further review.

The Recreation Specialist will inform the Montgomery County Collaboration Council immediately if a program is in danger of cancellation. Staff should work with the provider after the first week to help boost enrollment.

In the event of a program cancellation due to low enrollment, the provider/vendor will be notified by the end of the second week of the program session.

- The Site Coordinator and Afterschool Liaison will work together to reassign those students affected.
- The Site Coordinator will notify the other providers, parents and students of the change in schedule.
- The Recreation Specialist will notify the MCPS Administration and must also inform the Montgomery County Collaboration Council immediately if that provider is contracted through MCCC.

The EBB partners reserve the right to cancel a contract agreement. In the event of inclement weather, programs will be cancelled when MCPS schools are closed. There will be NO make-up classes or make-up days held.

Please subscribe to Alert Montgomery for all emergency and weather related closures:

<https://alert.montgomerycountymd.gov/register.php>

Providers/Vendors contracting through the Department of Recreation will be paid within 30 days of satisfactory completion of services and a signed request for payment with dates of service included. Payments will only be issued for services rendered.

For providers funded through the Collaboration Council, please refer to your contract guidelines.

Attendance & Accountability for EBB Participants

Registration forms will often be turned into the main school office and placed in the designated EBB mailbox. All registration forms must be reviewed for clarity and parent signatures to ensure the forms are complete and accurate before entering information into the Efforts To Outcomes (ETO) System. After the initial enrollment deadline, registration forms should then be date stamped to manage the influx of forms and monitored for program waitlists.

EBB Staff responsibility for students begins at dismissal after the school day. Accountability of participants is critical; therefore attendance is taken daily to maintain accountability and for data collection purposes. Due to the importance of participant security, EBB staff must never minimize this.

Program Providers will be given their class rosters ahead of time (preferably with parent contact information) for outreach efforts and attendance record keeping. Site Coordinators will be responsible for sending updated roster information to program providers as needed.

Providers on site will be responsible for maintaining their own attendance records. They will **also** be required to share that activity attendance record with the designated EBB staff (*assigned to help manage registration, attendance and data related issues*). The EBB data staff member will input the attendance data daily into the computerized system Efforts To Outcomes (ETO) by the end of the program day.

Staff should communicate daily about student attendance issues so as to ensure the safety of the youth enrolled in EBB. If a student has missed 2 consecutive sessions, follow up discussions with MCPS staff and the family is required to determine next steps.

Students will benefit from the EBB program with consistent attendance, whole-hearted commitment and effort. Because this program is in high demand and has waiting lists, students who are absent frequently may forfeit their spot in Excel Beyond the Bell. EBB staff should reach out to the parents before pursuing these measures.

Montgomery County Public Schools
Excel Beyond the Bell (EBB)
Site Agreement and Check List

➤ **Sessions and Hours**

- ☐ During School Year 2014-15, EBB sessions will be held as follows:
 - Session I: 9/29/2014 – 12/11/2014
 - Session II: 1/12/2015 – 3/12/2015
 - Session III : 3/23/2015 – 5/21/2015
- ☐ Days & Hours of Operation: Monday thru Thursday, 2:45 p.m. to 5:30 p.m.
- ☐ EBB will adhere to the MCPS closures & early dismissals.
- ☐ Dates of operation and session schedule MAY be adjusted in the event of weather closures or other emergencies impacting program days.

➤ **Outreach & Recruitment**

- ☐ School Administrators and staff (including principals, assistant principals, guidance and resource staff) will actively assist and partner with EBB staff to recruit students.
- ☐ Special emphasis will be placed on the following activities:
 - Identifying students (particularly vulnerable youth) that might benefit from participation
 - Approaching and engaging students to share information about the program
 - Distributing information/materials to students and parents
 - Assisting with the registration process
 - Sharing contact information for follow up with students and parents
 - Promoting and marketing EBB program offerings during school hours (e.g. provider presentations during lunch-time, etc.)

➤ **Operations & Logistics**

- ☐ School administrators will provide designated, secure, consistent and appropriate activity space required to operate all programs serving students, and will identify the space prior to the beginning of each session. School administrators or designees will reserve space through the Community Use of Public Facilities (CUPF) office and/or website. Additionally, school administrators will provide EBB staff a designated workspace on site, a mailbox/mail cubby, storage cabinet or area, and use of a computer with internet access.
- ☐ School administrators will provide notice of any changes that will impact program operations to EBB site staff no later than 24 hours in advance, along with alternatives to assure continued operation of the program.
- ☐ In addition to activities' buses, MCPS will provide up to TWO additional buses (over and above activities' buses) for up to FOUR EBB programming days. School administrators and/or designees will arrange scheduling of the additional buses, to coincide with dismissal from EBB activities at 5:15 p.m., allowing students to board buses for departure at 5:30 p.m.
- ☐ School administrators and afterschool program providers agree that the care of ALL students will be supervised by all staffs, including MCPS school administrators and staff, and afterschool programming staff, when the students are not in their programs.
- ☐ School administrators will coordinate the management and distribution of meals immediately after school dismissal. EBB staff will coordinate snack distribution.
- ☐ EBB partners, providers and staff agree to restore the assigned space(s) to its prior condition upon completion of its use and prevent the waste or deterioration of the Facility

- Site Coordinator must examine each program space at the end of each EBB day to ensure the space is restored to its original state

Partnerships and Communications:

- ☐ School administrators and/or designees agree to establish, coordinate and participate in the school site coordinating committee, along with other afterschool liaisons, which will guide EBB afterschool programming operations, and meet at least once per session. The site coordinating committee will establish a meeting schedule, assure parental and student participation where possible, prepare and distribute meeting notes identifying action items to the Executive Committee.
- ☐ EBB Site Coordinator will be on site between 2pm – 6pm, and school administrators and/or designees will be onsite between 2:30 and 5:30 p.m.
- ☐ EBB site staff and MCPS Administrators will communicate early and often on relevant changes that may affect the EBB programs in the afternoon, including but not limited to:
 - School closures
 - Transportation issues
 - Behavioral concerns
 - Activity location changes
 - Program & staff concerns
- ☐ All EBB partners agree to use a positive youth development approach, respecting and expecting appropriate behavior and participation of students irrespective of the afterschool activity in which they participate

➤ **Safety and Disciplinary Issues**

- ☐ EBB Partners agree to adhere to guidelines contained in the EBB policy and procedures manual.
- ☐ EBB Partners agree that collaborative discussions will be held concerning student discipline when needed.

YES! I agree to the Site Agreement and Checklist.

SCHOOL NAME: _____

School Leadership

Principal: _____

Date: _____

Printed Name: _____

Assistant Principal: _____

Date: _____

Printed Name: _____

Other School Leader(s): _____

Date: _____

Printed Name: _____

Handling Complaints

Complaints are not inevitable, rather they are important. They are warning signals that something is wrong or missing. If complaints are given prompt and careful attention, Excel Beyond the Bell can improve its program and services as well as its public relations.

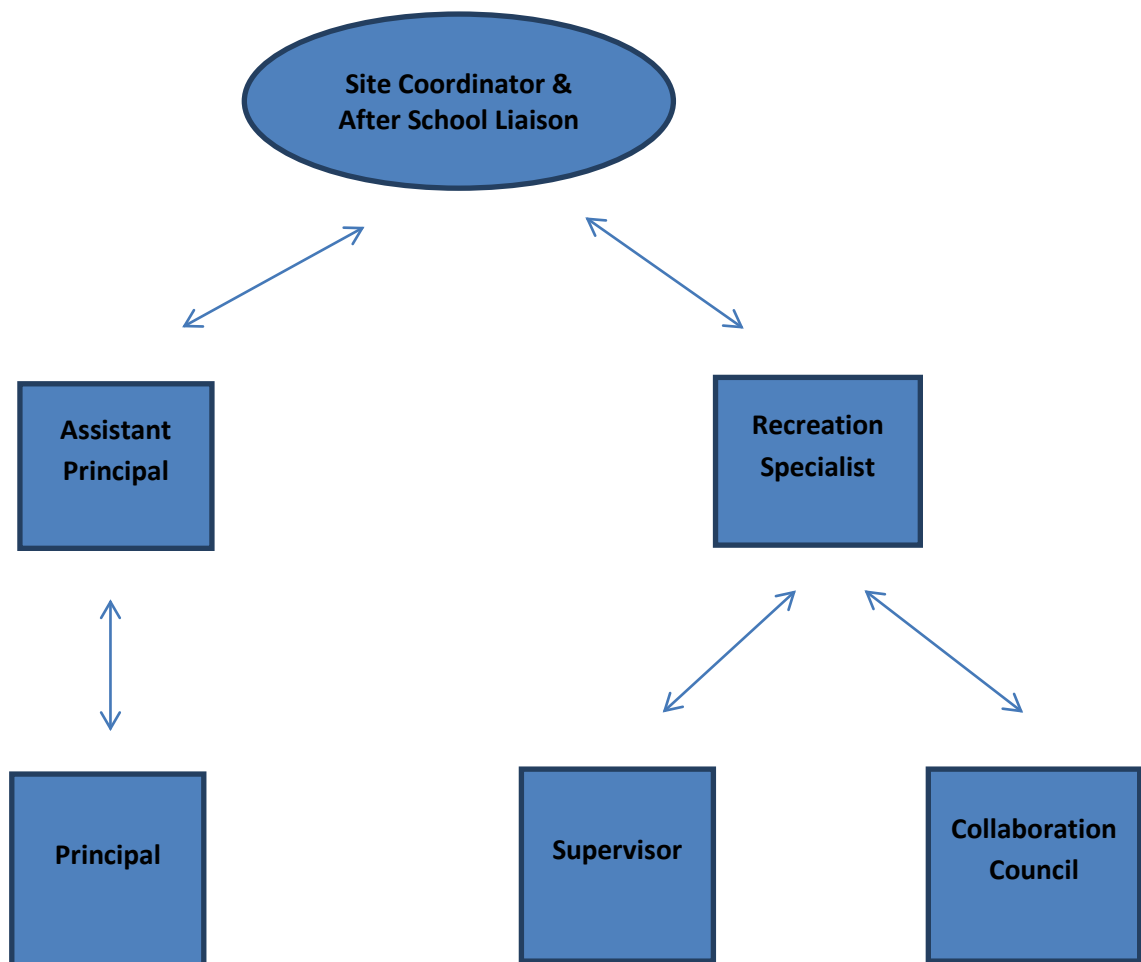
If a parent or a student complains about the program, take the time to listen and follow the below guidelines:

- Be available to discuss complaints or problems with parents and students by phone or in person at their convenience during program hours.
- Always handle complaints away from the youth.
- Remain calm and try to calm the individual complaining. Actively listen and don't become defensive.
- Acknowledge the complaint and allow for anger or frustration from the complainer before responding.
- If insulting language is used, or if the situation becomes a personal confrontation, simply walk away from the individual – do not engage.
- Do not make promises you can't keep.

***** See the following guidance and flow charts for protocol in addressing complaints *****

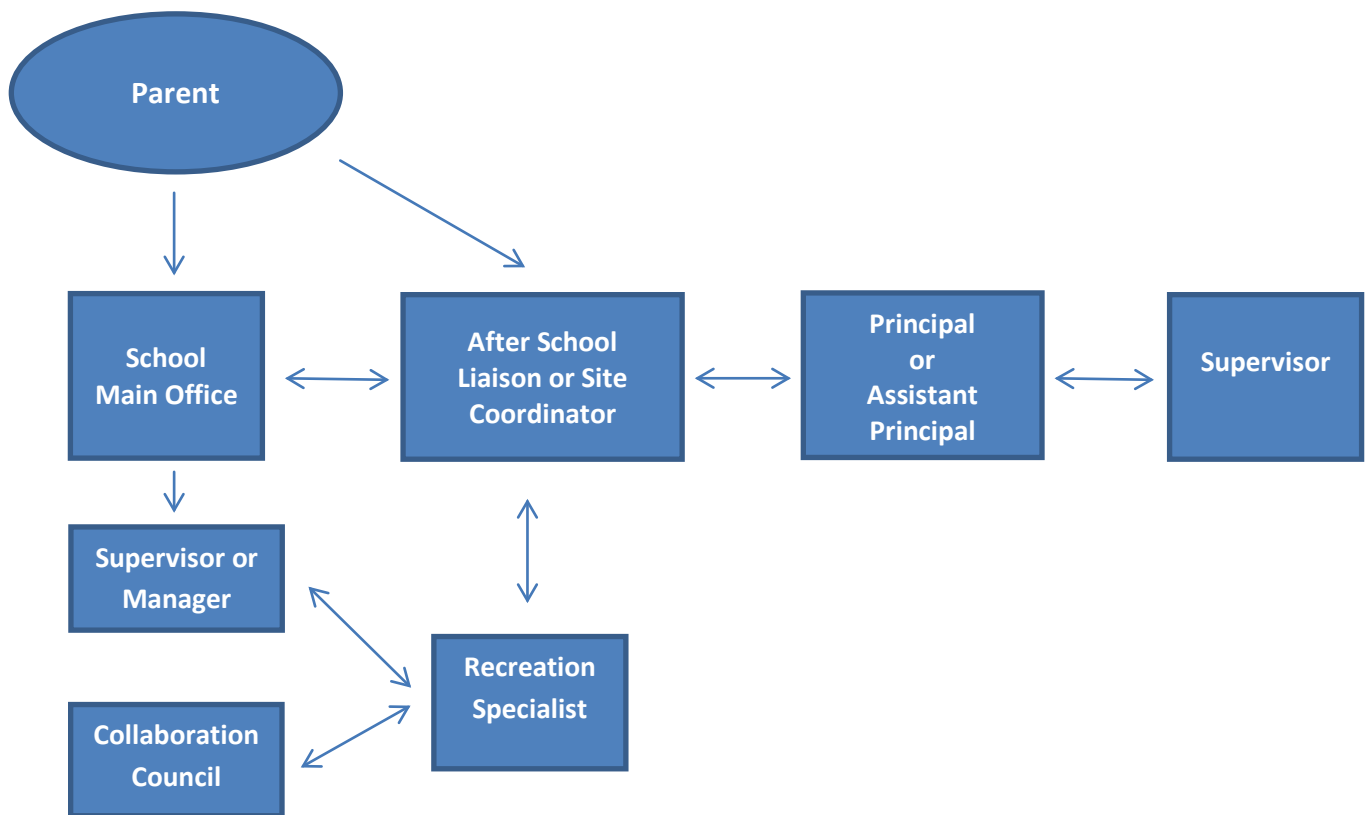
Managing General Complaints

- All relevant staff members must be made aware of complaints within a 24 hour period.
- The Principal should be notified and kept informed of situations whether or not it requires their involvement.
- All meetings related to complaints should include the Site Coordinator, MCPS representative, and Recreation Specialist
- Providers must first approach the Site Coordinator and the After School Liaison first as the primary point of contact.
- Providers and staff should not meet privately with the parents; they should include the Site Coordinator and/or school administrator depending on availability



Managing Parental Complaints

- All relevant staff members must be made aware of complaints within a 24 hour period.
- All meetings related to complaints should include the Site Coordinator, MCPS Administrator, and Recreation Specialist. When relevant, include the provider staff.
- Principals may not make unilateral decisions about staff or provider issues.
- When following up on complaints, the Recreational Specialist should be the primary/centralized point of contact
- The Principal/Assistant Principal should contact the Recreation Supervisor under severe circumstances to ensure timely communication & management of the situation.
- When circumstances are severe so as to minimize escalation, both the Principal/Assistant Principal AND the Recreation Supervisor must be notified immediately.



Inclement Weather

We recognize that program cancellations can cause great inconvenience to families. Our main concerns are the well-being and safety of our students and staff who come from a wide area with varied weather and road conditions, the status of the area neighboring the school and the parking lot, and ensuring appropriate coverage of program activities.

We strongly encourage you to sign up for Alert Montgomery to receive the most up to date emergency and closures information. When registering, be sure to click on the Department of Recreation (Out of School Time) as well as your individual middle school for alerts.
<https://alert.montgomerycountymd.gov/register.php>

Excel Beyond the Bell adheres to the MCPS closures. If Montgomery County Public Schools are closed due to inclement weather, emergency situations or if schools close early, there will be NO EBB programming.

Information about MCPS operations is announced publicly on area radio and television stations, Cable Channel 60, County Cable Channel 6 or Cable Channel 34—MCPS TV, Outlook, on the Internet at www.montgomeryschoolsmd.org or at Schools-Out.Com, and on a taped telephone message service at 301-279-3673.

- If schools are closed or delayed, the announcement is made no later than 6:00 a.m. (or the night before if possible).
- If schools are closing early, the announcements are made by 11:00 a.m.

Emergency e-mail announcements are available by signing up for MCPS QuickNotes on the school system's home page. You may also call the Department of Recreation's Inclement Weather Line at 240-777-6889 for updated information.

Please make sure that we always have current emergency contact information in the EBB office.

Photography Policy

Like most schools and camps today, Excel Beyond the Bell uses photos of our students in newsletters or publications, and on our website. EBB purposely does not label these photographs with names of those in the pictures and does not post mailing lists or e-mail addresses of students on our website. The parental signature on the EBB Registration form provides consent for Excel Beyond the Bell's use of any photographs taken or videos made of the program for promotional and educational purposes

If your organization is interested in using photos in your (organization's) work, the written permission of every person identifiable in a photograph of any EBB sponsored activity MUST be obtained if the photograph is to be specifically used for:

1. Commercial advertising purposes with outside partnering agencies (other than partner use)
2. Any publication or other use for which the person(s) submitting it will receive payment
3. Articles, Written Statements, or Other organization publications by Staff

Training

Trainings will provide you with many learning experiences designed to prepare you for a successful EBB program year. Staff is expected to meet training requirements of the agency they are employed by or contracting with. We also **strongly encourage** you to take advantage of and participate in the multitude of professional development opportunities that are provided during the course of the year.

- The numerous Out of School Time trainings are hands-on trainings where you and other staff are fully involved. The purpose of these sessions is to enable you to:
 - Become completely familiar with all phases of EBB program philosophy, objectives, operations, schedules, procedures, and responsibilities;
 - Become acquainted and familiar with the staff assigned to your site in order to work together as a cohesive, cooperative unit;
 - Focus on safety issues relating to students, including how to provide a safe environment, what potential hazards to look for, and how to deal with emergency situations;
 - Relate effectively to students and focus attention on their needs and interests;
 - Become familiar with the types of behaviors exhibited by students and the corresponding behavior management and disciplinary techniques recommended for use;
 - Learn how to create a positive after school program experience that is rewarding and fun for the students;
- All trainings must be approved by Supervisors and/or EBB staff. Certificates or record of trainings should be turned into your supervisor and all records will be kept on file.

Section 4:

Security and Safety

- General Onsite
 - Site Safety
 - Student Safety
 - Safe Schools Hotlines
- Dismissal
- Field Trips
- Transportation
 - Transportation Standards & Practices
 - Behavior & Consequences of Misconduct
- Emergency Safety
 - Safety Standards (Communication, General Planning & Acute Illness/Injury Planning)
 - Emergency & Mental Health Resources
 - Crisis Preparedness Pamphlet (MCPS)
 - Guidelines for Lockdown Go7b (MCPS)

General Site Safety

The most important responsibility of all EBB staff is the safety of our students and personnel.

Montgomery County Public Schools is prepared to effectively and efficiently respond to a multitude of emergency/crisis situations to ensure the safety and security of all students and staff. All middle schools have on-site security staff members to help maintain a safe and secure learning environment.

A system-wide plan (MCPS Emergency Response Plan) in addition to the emergency/crisis plans tailored to individual schools enables MCPS to respond to and manage a multitude of emergencies/crises. Each school establishes an on-site emergency team (OSET) composed of school administrators and staff who receive basic and enhanced levels of emergency/crisis preparedness training, conducted by the Department of School Safety and Security.

The following are some general safety standards and practices important in maintaining a safe environment and program.

- Every EBB site must be in compliance with all local fire and safety code requirements, as prescribed by State and County regulations including having an evacuation plan posted.
- Fire alarms are located in all EBB/MCPS sites. Site Coordinators must be aware of their locations in the event of an emergency. Emergency evacuation drills should be conducted during the first EBB session.
- Site Coordinators should work with MCPS Administrators to organize practice drills for 5 top emergencies: Fire, Weather, Lockdown, Medical and a Missing Student & establish communication protocols on site during an emergency
- A minimum of one staff for every 10 or 15 students will be on duty to provide supervision at all onsite activities.
- CPR & First Aid certified staff must be onsite during program hours
- A phone will be available for use in the event of an emergency and phone numbers will be posted in the policy manual – critical program information sheet
 - Site Coordinator and/or Recreation Specialist should work with the School staff (prior to the beginning of Session I) to identify and record all relevant & critical phone numbers – see template in Forms section.
- Confidential health information and emergency contacts will be maintained on site for access by appropriately designated personnel.
- Site Coordinators will be made aware of school specific Emergency and Security plans (for example: evacuation plans)
- Attendance will be taken daily to ensure students are properly accounted for. All students must be registered for the EBB program to attend.
- Parents will be expected to sign all registration forms clearly identifying their child's dismissal procedure. Any and all changes must be communicated to the Site Coordinator to ensure optimum security.
- Classroom and equipment inspections will occur on a routine basis
- Protective gloves will be worn when providing first aid care to avoid the possibility of contamination.

- To minimize risks that might result in injury, every safety precaution will be taken when implementing an activity including giving verbal instructions and precautions, having staff keep alert for potential hazards, and having a First Aid kit on site.

General Student Safety

Below are some general guidelines for student safety:

- Teach students to be alert to potential hazards, and keep them aware of the First Aid area by regularly referring to the location.
- Make sure* that staff is always visible when working or interacting with students. Visual barriers should never be set up that prevent others from seeing what is occurring.
- Be aware of the skills and general physical conditions of the students at all times during their participation in an activity to avoid over-exhaustion.
- Providers and staff should refrain from using peanuts in programs without prior approval. Peanuts and other food allergies can be life threatening.
- Staff should be mindful of all Emergency Medical Devices. Such devices (inhalers, epi-pens, insulin etc...) should be kept on or with the student.
- Staff will NOT be responsible for safeguarding or administering medications unless it is absolutely necessary or a medical emergency.

Safe Schools Hotlines

Confidential hotlines (no Caller ID) are staffed 24 hours a day, seven days a week, to receive anonymous information about safety and security concerns.

- MCPS Safe Schools Hotline: **301-517-5995**
- Montgomery County Police Drug Tip Hotline: **240-773-3784**
- Montgomery County Police Gang Tip Hotline: **240-773-4264**

Students, parents and community members are urged to report information about weapons, drugs, alcohol and violence in schools or on school grounds.

Dismissal

- For safety reasons we must be able to reach the student's parent/guardian by phone every day between 2:45p.m. and 6:00p.m. Please make sure that the EBB staff has the correct contact information.
- Excel Beyond the Bell and MCPS have extended the afternoon activity bus schedule for students. Dismissal from EBB activities will be at 5:15pm and the bus departure at 5:30pm for EBB participants.
- The buses are on a tight schedule to remain on time. In order to ensure safety and be considerate neighbors to the communities through which the bus rides, buses will remain at each stop only as long as it takes for all the riders to get on or off the bus and will not wait for late greeters in the afternoon.
- All policies governing student conduct on the bus must be observed. Misconduct on the bus or at the bus stop is subject to the same behavior management measures as misconduct at school.
- For those NOT riding the activity bus, students must be picked up by an authorized caregiver or walk home by 5:30 p.m. each day.
- A student may only walk home alone if the parent/guardian has noted on the EBB registration form that this is acceptable.
- Parents/guardians or caregivers who want to pick up students may enter through the main entrance of the school building and wait in the dismissal area - usually the gym or cafeteria - to meet a student. Parents may NOT go into classrooms or the hallways to retrieve students, as this would impede our ability to dismiss all of the students safely.
- If a participant remains at the program site after 5:30pm and the staff is unable to reach an authorized adult, the student may be transported by Montgomery County Recreation EBB staff in a County vehicle to the closest Recreation staffed facility until closing. At closing time, the student will be transported to the nearest police station and Child Protective Services may be contacted.
 - The Site Coordinator will inform and keep the Recreation Specialist apprised of the situation
- While EBB understands occasional tardiness may be inevitable, regular extended late pickups cannot be tolerated and will require further discussion with the family.

Dismissal Changes

We recognize plans can change. To ensure the safety of all students, only emails and calls from an authorized person will be accepted. EBB staff may not accept a student's personal statement in regards to dismissal or transportation changes. Any and all changes must be communicated by the authorized parent/guardian no later than 3pm. Written authorizations updating dismissal changes will be retained in the EBB site files.

Students may not be released to anyone other than individuals who are authorized to pick up the child at any time (noted on the returned registration form). If there are issues around custody, it is necessary to obtain a copy of the court order as it relates to authorized individuals to pick up a child.

*** Make sure that parents have received the Parent Handbook with appropriate site and staff contact information. ***

Field Trips

- The Site Coordinator and Recreation Specialist must be made aware of all field trips – 2 weeks in advance of each session.
- Site staff must inform the MCPS Administration about planned field trips. Local field trips are approved by the principal and do not need the approval of the community superintendent. Each month Site Coordinators should send a calendar of all planned trips to the appropriate MCPS administration contact (Principal, Assistant Principal, school secretary etc...).
- The Department of Recreation does not provide transportation for field trips.
- A Site Coordinator or School Liaison must accompany students on field trips. If this is not feasible, there must be a designated responsible staff member in charge with an accessible cell phone. The responsible adult must provide all his/her contact information to the site coordinator.
- At least two staff on a field trip must have First Aid & CPR.
- No student may be denied participation due to financial circumstances in an EBB sponsored field trip that is directly related to the instructional program.
- Principals and EBB staff need to be aware of and inform parents by phone of trip cancellation procedures.
- Parents must be informed in writing of an offsite field trip and will be expected to furnish written authorization for their child to attend. All permission forms must contain the information about potential cancellations and the EBB site cell phone number to contact in case of emergencies.

General Guidelines for Field Trip Preparations

1. The following EBB personnel must be notified of field trip specifics:
 - Site Coordinator
 - After School Liaison
 - Principal/Assistant Principal
 - School Secretary
2. Staff and providers must prepare a *Field Trip Safety Plan* and share that with the Site Coordinator and other appropriate personnel. Include a copy of the student permission form sent home for parent signature, date, time of departure from school, field trip destination, mode of transportation, staff member in charge, cell phone number where staff member accompanying students may be reached. Be sure you are aware of any health issues, allergies, etc. prior to the field trip so you will be prepared.
3. Leave plenty of time for the return of permission forms. Do not permit students to attend the field trip without the signed permission form.
4. The following materials should be taken on an offsite field trip: Field Trip Safety Plan, student roster, parent permission forms, copy of health information & medication if necessary, and a first aid kit.
5. If you will be missing after school supper, you can arrange a bag supper to be provided for the field trip. The site coordinator must inform the cafeteria manager of this request. Check with your Site Coordinator and After School Liaison at least 1 week prior to departure.
6. Have a list of students who are attending the field trip and check attendance. Be sure to do this prior to departure from the field trip.
7. Upon arrival back at the school, if the field trip ends after the scheduled activity bus, it is your responsibility to ensure all students are picked up safely prior to departing the school.

Fieldtrip Safety Plan

Purpose

The purpose of a written fieldtrip safety plan is to inform EBB staff and volunteers what actions to follow to ensure each student's safety while on a fieldtrip.

Briefing

Staff and volunteers must be briefed on the trip safety plan. A briefing must include an opportunity to discuss the procedures and ask questions.

Knowledge and Conduct

Staff and volunteers must know and follow the EBB Fieldtrip safety plan.

➤ Description: what/where/when. Document that each staff/volunteer was briefed before a fieldtrip and knows the safety plan.

Availability

A copy of the fieldtrip safety plan must be available to staff and be kept on file at the appropriate EBB site. The Recreation Specialist must also receive a copy of the fieldtrip safety plan.

Writing A Fieldtrip Safety Plan:

Answer each question by describing your procedures or the actions you want your staff members to take:

1. What are the potential health and safety risks for the fieldtrip?
2. How are the potential health and safety risks for the fieldtrip addressed?
3. What are the responsibilities of the EBB staff members and/or sponsoring organization's staff for the trip?
4. How are parents or guardians, students, staff members and volunteers informed about the fieldtrip?
5. How is written authorization from the student's parent or guardian obtained prior to his/her participation?
6. What are the participation eligibility requirements (if any) for the fieldtrip?
7. What are the supervision requirements for the fieldtrip? (Include student to staff ratios).
8. Identify all relevant safety rules, standards, and practices for the fieldtrip.

9. Is there any equipment that will be used during the fieldtrip? If so, explain what it is, how it is to be maintained, and where it is to be stored.

10. How, when, and where are students', staff members', and volunteers' health and emergency information maintained during the fieldtrip?

11. What form of emergency communication is available on the fieldtrip?

12. Who is the designated contact person on the fieldtrip?

13. How will attendance be taken on the fieldtrip?

14. Which EBB and/or provider staff will be present on the fieldtrip?

15. How AND who will maintain the following:

- A roster of participants?
- Departure and return times?
- Attendance during the:
 - Departure / Activity / Return?
- An itinerary?
- Route/Directions?
- Inclement weather plans?

16. How will the Site Coordinator or Recreation Specialist ensure that the fieldtrip is conducted according to the safety plan?

Transportation Standards & Practices

Authorized County Drivers

- Only authorized county drivers may transport students in county vehicles when the need arises – but NOT to the student's home. When/if this is necessary, there must be 2 authorized county personnel while transporting the student.
 - If a special circumstance arises, approval from the Recreation Specialist is required.
 - If a participant remains at the program site after 5:30pm and the staff is unable to reach an authorized adult, the student may be transported by Montgomery County Recreation EBB staff in a County vehicle to the closest Recreation staffed facility until closing. At closing time, the student will be transported to the nearest police station and Child Protective Services may be contacted.
- **At no time is a private vehicle to be used to transport students or volunteers. This will likely result in the staff's termination if done so.**
- If an authorized county driver is observed handling a county vehicle in a dangerous manner or other irregularities occur, he/she should be reported to the Recreation Specialist and Supervisor immediately.

MCPS Garage Contact Information:

Georgia Cornell

Georgia_Cornell@mcpsmd.org

MCPS Activity Bus

- At no time is an EBB staff person allowed to ride the MCPS Activity bus as a means of transportation home. If the individual staff person is required to ride and staff the bus, written documentation must be obtained.
 - *MCPS student volunteers & High School Interns are however allowed to ride the activity bus to their home/cluster stop.*
- Announcements to board the bus begin no earlier than 5:15
- The bus is scheduled to arrive at the school by 5:15 and leave no earlier than 5:25.
- Drivers may be instructed to wait until all students have boarded the bus.
- The bus driver will assume responsibility for safe passage of all passengers on the bus.
- The *Bus Safety Rules* will be enforced to maintain safety for all bus riders.
- In the event of a vehicular accident, the bus driver and/or the lead staff person will call 911 to notify emergency personnel. He/she will provide or secure care for any injured students, staff or volunteers, and supervision for uninjured students.
- Site Coordinators must have appropriate Bus Depot contact information for emergency purposes & the bus drivers must have all EBB contact information as well.

***For more on behavior and consequences of misconduct please see
Section 6: Behavior Management***

Bus Behavior & Consequences of Misconduct

Safety: A Team Effort

Student safety, security, and comfort depend on appropriate and respectful behavior. Students are responsible for their behavior and self-control on county vans, buses and at bus stops at all times.

Disorderly students can threaten the safety of all riders by distracting the driver, making the bus ride to and from school an unpleasant and even intimidating experience for other students. School buses are an extension of school, and students are expected to adhere to the same standards of behavior on a school bus/county van as in the classroom.

Students are expected to obey the instructions of the bus/van operator just as they would follow the instructions of teachers and school administrators. Students must also remember that riding the school bus is a privilege for most students, not a right, which can be revoked if the student fails to observe basic standards of conduct and safety.

At all times, students must:

- Remain seated while the bus is in motion, and hands and feet must stay inside the bus.
- Respect and listen to the bus driver, and get on and off the bus in an orderly fashion.
- Wear shoes and proper clothing on the bus.
- Keep the aisle clear at all times.

At all times, students may not:

- Bring animals, alcohol, drugs, tobacco, weapons, glass containers, or explosives on the bus.
- Use vulgar language or gestures, fight, or engage in sexual harassment or other improper and/or illegal conduct.
- Throw any papers or objects in the bus or out the windows.
- Operate the emergency door without permission.
- Smoke, drink, eat, or play radios without headphones.
- Damage or deface any part of the bus.
- Sit on laps, and no more than 2 children are to be seated on one seat.
- Put their feet on the seats or on the seats in front of them.
- Ride a different bus than the one they have been assigned to, unless they have written permission from a parent and permission from the principal.

The above also refers to behavior in county vehicles.

Consequences of Misconduct

Students have a responsibility to help create and maintain a safe, healthy learning environment that promotes mutual respect. All students are expected to meet behavioral standards during program hours AND on the bus. Should the need arise, appropriate actions will be addressed in accordance with relevant MCPS policies and regulations for those participating in the Excel Beyond the Bell program.

If a situation arises while on the bus, the bus operator will notify the principal of details pertaining to a disciplinary problem with a student on the school bus. A bus operator may return a student to the school, or call the police, if the student poses a serious threat to the safety and health of other riders.

Although no unilateral decisions may be made, the EBB partner agencies:

1. Have initiated a zero tolerance policy for bullying. Bullying will be addressed immediately and actions will be taken as warranted;
2. Reserve the right to dismiss any participant from the EBB program, should the participant's actions continuously be disruptive or compromise the safety and well-being of themselves or others

Behavior management techniques will be used which foster positive self-esteem and encourage the eventual internalization of self-control. A discussion between the student and staff will help the student to learn why his/her behavior was inappropriate. Occasionally, a student may be removed from the immediate situation until he/she is able to gain control. Students will be informed about proper procedures and have a right to consequences that are fair and appropriate.

Suitable program planning, positive verbal communications, and the setting of an appropriate emotional tone in the program, are all appropriate behavior management techniques and tools to help prevent negative behavior outbursts. The best motivations for encouraging positive behavior are modeling appropriate conduct, praising positive behavior, and consistently enforcing program rules.

The Board of Education affirms that, while riding the bus, students are on school property, and further actions will be handled in accordance with Regulation. The Policy Unit, a division of the MCPS Office of Shared Accountability, maintains its own policy website. MCPS regulations can be found in more detail at: <http://www.montgomeryschoolsmd.org/departments/policy>

Emergency Safety Standards

General Emergency Safety Planning

Each EBB site/school has a mobile emergency kit that contains a cell phone, flashlights, portable radio, first aid supplies, batteries, student and staff lists, and other essential items to help in case of an emergency. **We strongly encourage you to sign up for Alert Montgomery to receive the most up to date emergency and closures information.** When registering, be sure to click on the Department of Recreation (Out of School Time) as well as your individual middle school for alerts. (<https://alert.montgomerycountymd.gov/register.php>)

- Site Coordinators and Recreation Specialists should meet with MCPS administration and OSET staff to confirm the location of a mobile emergency kit & be made aware of relevant emergency preparedness plans.
- Site based emergency plans should be reviewed with all staff & providers at the beginning of each EBB program session in order to address staff changes/additions.
- During emergencies all program staff must remain with their program group and take attendance.
- If all students and staff are accounted for, the Site Coordinator will maintain order and follow the instructions of emergency personnel.
- If a student or staff person is missing when the attendance is taken, the emergency personnel must be informed immediately, and staff must follow their instructions.

Emergency Safety Plan for Injury or Acute Illness

In the event of an emergency involving an injury or acute illness, the Site Coordinator must follow these risk reduction measures:

- Call 911 to summon emergency personnel and call the Recreation Specialist and School based administration staff
- Notify the parent or the parent emergency contact number.
- Isolate the scene to prevent further injury or illness.
- Have a staff person accompany the child to the hospital and stay until the parent arrives.
- Prepare a written report immediately but no later than 24 hours following the occurrence.
- In the case of an injury, correct the hazard immediately if possible. Review the incident to see if changes can be made to eliminate future injuries.

Emergency Communication & Information Resources

Internal and external media used for dissemination of information during an emergency or crisis situation may include any of the following:

- Radio broadcasts
 - An announcement with instructions will be placed on the following radio stations to notify parents: WMAL-AM (630) WTOP-AM (1500). Each of these stations has specifically dedicated phone lines and access codes available to the Montgomery County Department of Recreation for emergency purposes.
- TV Cable Channels (34, 36, 89)
- Alert Montgomery: (<https://alert.montgomerycountymd.gov/register.php>)
- Alert MCPS text and email news notifications
 - (<http://www.montgomeryschoolsmd.org/emergency/alertmcps.aspx>)
- Email Quicknotes (<http://news.montgomeryschoolsmd.org/quicknotes-home/>)
- MCPS Website (www.montgomerycountyschoolsmd.org)
- Connect-Ed automated phone calling system
- Web: MCPS Newsfeed (<http://www.montgomeryschoolsmd.org/info/newsfeed/>)
- Local television and or newspaper media
- Twitter (<http://twitter.com/mcps>)
- Recorded telephone information line (301-279-3673)
- Telephone / Ask MCPS: 301-309-6277
 - Staff takes calls from 7:30a.m.-5:30p.m., Mondays - Fridays, (English & Spanish)

In the event that there is no communication medium available, individual EBB sites and school authorities will follow directions from national and regional emergency personnel, consistent with site/school crisis plans.

Emergency Resources

Mental Health

Many excellent mental health resources have been designed to help students, families, and staff cope with stress and uncertainty. Resources were developed by school system psychologists, pupil personnel workers, and guidance counselors, in collaboration with the [Montgomery County Crisis Center](#) and the Mental Health Association of Montgomery County.

- [Talking to Children About Violence: Tips for Parents and Teachers](#) (PDF)
- [Helping Students Cope with Random Community Violence](#)
- [Developing Resiliency in Children in the Face of Adversity](#)
- [Stress Reduction Techniques for Adults and Children](#)
- [Tips For Adults: Coping with Cumulative Stress](#)

Government

- [Public Health and Emergency Information](#)
- [Montgomery County Crisis Center](#)
- [Montgomery County Department of Police](#)
- [Federal Emergency Management Agency](#)
- [Substance Abuse and Mental Health Services Administration](#)

Other Resources

- [Mental Health Association of Montgomery County](#)
- [Bullying and School Safety](#): From the National Education Association
- [Parent/Educators Crisis Issues](#): Special report from the Maryland State Department of Education
- [Recovering After a Disaster](#): From the American Red Cross
- [Anxiety Disorders Association of America](#)
- [International Center to Heal Our Children](#): Children's National Medical Center advice on helping children after traumatic experiences

** <http://www.montgomeryschoolsmd.org/emergency/resources/> **

Montgomery County Public Schools (MCPS) has been a leader in school emergency preparedness. For well over a decade, Code Blue and Code Red procedures have been used to keep students safe during emergencies that occur on or near school grounds.

Federal safety guidelines contained in the **National Incident Management System (NIMS)** have since been adopted by both Maryland and Montgomery County. An important component of these guidelines is the use of plain, easily understood language to communicate during an emergency.

Lockdown—Evacuate—Shelter, or LES, is MCPS' updated emergency preparedness program. The program complies with NIMS guidelines and was implemented in the 2011-2012 school year.

Here's how it works.

LES will use the terms lockdown, evacuate, and shelter to identify the type of response that is appropriate to the emergency situation.

Additional information is available by calling the MCPS Department of School Safety and Security at 301-279-3066 or on the MCPS website at www.montgomeryschoolsmd.org/



EMERGENCY PREPAREDNESS

Information for Students, Parents, and Guardians

Publication of this brochure was funded through the United States Department of Education, Safe and Drug Free Schools, Readiness and Emergency Management for Schools Grant



Published by the Department of Materials Management
for the Department of School Safety and Security
5932.12 • Editorial, Graphics & Publishing Services • 8/12 158K

MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

MCPS Prepares for Emergencies

LOCKDOWN • EVACUATE • SHELTER

Lockdown—Evacuate—Shelter (LES)

The new program will use the terms **lockdown**, **evacuate**, and **shelter** to identify the response that has been implemented during an emergency.

▲ **Lockdown** is an emergency alert and response to imminent danger in the school or on campus. Students, staff, and visitors report to the nearest securable location under adult supervision. An administrator ensures that 911 is called to request immediate assistance. Students, staff, and visitors remain secured until police have controlled the situation.

▲ **Evacuate** is an emergency alert and response called by an administrator when it is too dangerous to remain in the building. During a fire evacuation, students, staff, and visitors must leave by the nearest exit and go to a location at least 50 feet away from the building. In other than a fire emergency, an administrator may call a directed evacuation which requires students, staff, and visitors to move to a location that is at least 300 feet away from the building.

▲ **Shelter** is an emergency alert and response called by an administrator when it is too dangerous to leave the school. There are three types of shelter alerts:

- **Public Safety Shelter** is used if there are public safety actions occurring in the community near the school. Exterior doors are secured, and classroom instruction continues. Public safety officials will notify the school when the situation is under control.

- **Severe Weather Shelter** is used when a high wind warning has been issued for the community near the school. All students, staff, and visitors—including those located in

relocatable classrooms—are brought into the school's main building. Everyone in the building reports to the designated weather-safe areas. Staff monitors the weather reports.

- **Outside Hazardous Materials Release** requires students, staff, and visitors to be brought into the main building; however, relocatable classrooms are evacuated to the main building only if safe to do so and in consultation with public safety officials. Exterior doors and windows are secured. Ventilation systems are shut down. Public safety officials will notify the school when the situation is under control.

Parent/Child Reunification Guidelines

The MCPS Parent/Child Reunification Plan guidelines are important information that parents and guardians need to know before there is an emergency at your child's school.

A school may experience an emergency that requires that students be dismissed from school other than the usual time or location. In these rare instances, MCPS will use a procedure known as the Parent/Child Reunification (PCR) Plan. This plan is designed to be a safe and orderly procedure used to reunite students and parents in the event of an emergency. Depending on the situation, the PCR plan could be implemented at your child's school or at an off-site location if the school building is unsafe.

When a PCR is necessary, MCPS will use several means of communicating the necessary information to the parents and guardians by using Connect-ED phone calls, QuickNotes, press releases, Twitter accounts, and the MCPS website. During an emergency, the child's parent may not be available

to pick up the child; therefore, it is prudent for parents and guardians to obtain from their school an Authorization for Release form. The parent or guardian can complete this form, in advance of an emergency, in order to authorize a family member, friend, neighbor, etc., to pick up the child in case the parent or guardian is not available to do so. Be sure to notify whomever you have authorized to pick up your child.

In addition, parents, guardians, and authorized individuals can help facilitate a safe and orderly PCR by adhering to the following procedures:

Subscribe to the communication tools on the MCPS website: <http://www.montgomeryschoolsmd.org>.

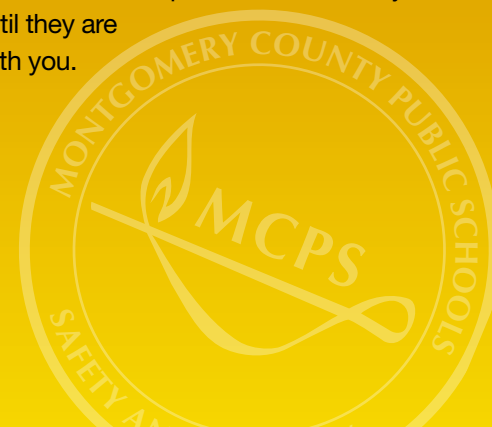
Come to school only after MCPS has notified you that the school is ready to begin the PCR process.

Bring personal identification to assist school staff who will be identifying people that have been approved to pick up students. Custody issues remain in effect.

Park only in approved areas—do not park in the bus loop; do not block entrances or exits.

Follow instructions from school staff members as you enter and leave the building.

Safety and security is an MCPS priority. Your child's school always will take precautions to prevent an emergency; however, if an emergency does occur, MCPS staff members will protect and shelter your children until they are reunited with you.



Department of School Safety and Security
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland
Emergency Preparedness Procedures
Guidelines for Lockdown-Evacuate-Shelter

LOCKDOWN

This is a term used to describe an emergency at a Montgomery County Public Schools (MCPS) facility. *Lockdown* alerts staff that imminent danger exists inside or outside the building. It requires moving to an immediate lockdown mode and that all students are under supervision. The on-site emergency team (OSET) is not activated during a Lockdown.

Persons authorized to call a Lockdown

School administrators or their designee will notify students, staff, and visitors via public address (PA) system and two-way portable radios when a Lockdown is in effect. Directions should be given to immediately move to lockdown mode. Staff should make an announcement and notify 911 and Office of School Support and Improvement (OSSI).

Lockdown Alert

- When the administrator/designee announces a Lockdown, scan the immediate area outside the classroom or office for any students and staff. Allow them in the classroom/office, and immediately lock or secure the door if possible.
- Make the room look unoccupied by turning off the lights, closing and/or covering the windows and blinds, and moving away from the line of sight from the doors and windows. Remain silent.
- If staff and students are inside the building but outside a classroom or office when a Lockdown is called, move students to the nearest securable location.
- Staff supervising students outside when a Lockdown alert occurs inside the building should be notified of the Lockdown activation by PA or two-way radio. Staff and students should move to a pre-determined safe location identified on the school's emergency plan, away from the building, and maintain communication with the command post.
- Ignore the fire alarm system and class change bells.
- Wait for further instructions.

EVACUATE

There are two types of evacuations: *fire* and *directed*.

Fire Evacuation

- Activate fire evacuation alarm.
- Students/staff/visitors leave the building by the nearest exit.
- Proceed to a point at least 50 feet from the building.
- Perform an accountability of the students/staff/visitors.

Directed Evacuation

- Will be used during possible high-level bomb threats, an identified suspicious package, or an inside hazardous material release.
- Notify 911 and OSSI.
- Determine a plan to direct everyone away from the known danger area.
- Announce via PA and two-way portable radio.

- Students/staff/visitors must evacuate to a point at least 300 feet from the building.

SHELTER

This is a term used to alert staff that an emergency exists at or near an MCPS facility. It requires all students to be accounted for and under supervision. Administrators may activate OSET and set up a command post when appropriate. There are three types of shelters: *Public Safety*, *Severe Weather*, and *Outside Hazardous Materials Release*.

Persons authorized to call a Shelter alert

Administrators or their designee will notify students/staff/visitors via the PA system and two-way portable radios when a Shelter alert is activated. It is recommended that an age-appropriate announcement of a Shelter alert include a brief description of the nature and location of the incident.

Public Safety Shelter Alert

- When the administrator announces a Public Safety Shelter alert, bring outside students/staff/visitors into the main building; relocatable classrooms are secured but not evacuated.
- Outside doors are locked and kept secured.
- Students should be accounted for in an instructional area.
- Classroom instruction should continue.
- Staff must document attendance and report any discrepancies to an administrator/designee.
- During a Public Safety Shelter alert, classroom lockdown is not required.
- OSET may be activated by an administrator during a Public Safety Shelter alert via a PA announcement and two-way portable radios.
- Depending on the nature of the emergency or potential threat, it may not be appropriate to change classes. In these situations, class bells should be turned off and students and staff should remain in their classrooms until directed otherwise by the administrator/designee.
- Do not ignore the fire alarm system.

Severe Weather Shelter

A severe thunderstorm or tornado warning is activated for the area near the school.

- Students/staff/visitors must report to the identified weather-safe areas inside the building.
- Relocatable classrooms are to be evacuated to the main building.
- Bring the emergency kit, emergency kit cell phone, and the Nextel phone to the identified weather-safe area.
- Ensure that the NOAA weather radio is continually monitored.

Outside Hazardous Material Release Shelter Alert

This is a term used to describe a specific shelter alert due to an outside air contamination emergency at or near the building. This could be the result of a suspected chemical, biological, or radiological incident or a nearby hazardous material spill.

Outside Hazardous Material Release Alert

When activating an Outside Hazardous Material Release Shelter alert, take the following steps immediately:

- Announce an Outside Hazardous Material Release Shelter alert.
- Bring students/staff/visitors into the main building from outdoor activities.
- Evacuate relocatable classrooms if safe to do so.
- Secure/lock exterior doors and windows.
- Hold students in their current locations inside the building until the best course of action can be determined.
- Turn off electrical power to ensure immediate shutdown of HVAC.
- Ignore fire alarm system only during this Outside Hazardous Material Release Shelter alert.

Parent/Child Reunification

All schools have plans in place to reunite students with their parents/guardians in the event of an emergency at a school. This process will ensure the safe and orderly reuniting of students and parents/guardians. Schools will ensure that a three-step approach is used:

- Verify the authorization to release the student.
- Locate the student.
- Sign out student and unite student and parent/guardian.

Firearms

- Avoid attempts to disarm/subdue an armed subject.
- Notify administrator/designee and school-based security of any firearm incidents immediately, and call 911 with details.
- Determine the need to implement a Lockdown or Public Safety Shelter alert.
- Abandoned/discarded firearms should be covered by appropriate means and never left unattended.

Bomb Threat Assessment

- Factors to consider:
 - Specific details provided by the threat.
 - Number of prior threats to the school.
 - Current events surrounding the school.
 - Demeanor of the threat.
- The administrator will make a decision on evacuation based on an assessment of the situation and input from other school administrators, the Department of School Safety and Security, and the police. If the parties do not agree, this disagreement will be resolved in favor of evacuation. Refer to MCPS Regulation EKC-RA, *Bomb Threats/Explosive Devices*. Use a Directed Evacuation to evacuate the school.
- Evacuation **is warranted only** if the threat level is high.
- Evacuation **is not** warranted if the threat level is low.
- It is recommended that an activation of a Public Safety Shelter alert and the use of sweep/scan teams be used during a low-level threat when the building is not evacuated.

Bomb Threats—Call Trace

- Use *call trace* procedures as described on the yellow *Telephone Threat Checklist* card. Follow instructions exactly.
- After hanging up the phone, press *57 on the same line the call came in on.
- Press *47 if the school's phone number has a 279 or 517 exchange.
- Do not dial "9" before dialing *57 or *47.
- Notify school administration immediately
- Report the bomb threat to 911 and OSSI.

- Inform the 911 operator of *call trace* activation.

Bomb Threat Sweep/Scan

- In certain circumstances, staff volunteers may be asked to sweep/scan the facility or grounds for suspicious items.
- A sweep/scan should be conducted in teams and only by visual means (eyes and ears only).
- If a suspicious item is discovered during a sweep/scan, evacuate to a 300-foot safe zone and immediately notify administrator.
- If a suspicious item is located, do not use a radio or cell phone in the immediate area; i.e., within 25 feet in all directions.
- No suspicious item should be handled in any manner by school staff. Do not touch it!

Hazardous Material Spills

These guidelines should be followed in the event of a chemical incident in which there is potential for a significant release of hazardous materials. Spill response procedures will vary depending on whether the spill is **small** (less than 18 inches in diameter), **medium** (exceeds 18 inches, but is less than 6 feet), or **large** (exceeds 6 feet in diameter, and any *running* spill that has not been stopped). If a potential biological agent threat or incident is present, follow MCPS Biological Agent Threats/Incidents guidelines.

General Spill Control Techniques: Once a spill has occurred, the staff at the spill site must decide whether the spill is small enough to handle without outside assistance. Guidance should be obtained from science resource teachers or staff with a chemistry background; i.e., in science labs, chemistry labs, automotive shop areas. Containment or clean-up of a small spill should be done only by staff members who are properly trained under OSHA Regulation 1910.120.

Small Spill Evacuation: Evacuate the immediate area and surrounding areas whenever the air is or could become untenable and could cause someone to experience difficulty breathing, watery eyes, upper respiratory congestion or tightness in chest, coughing, runny nose, etc. Also evacuate the immediate area or building if material is emitting vapors or fumes.

What to do during an Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors

- **Drop** to the ground; take **Cover** by getting under a sturdy table or other piece of furniture; **Hold On** until the shaking stops. If there isn't a table or desk near you cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall such as light fixtures or furniture. Use a doorway for shelter only if it is in close proximity to you and you know it is a strongly supported, loadbearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Most injuries occur when people move to a different location or exit the building.
- Do not use the elevators

If Outdoors

- Stay there. Move away from building, streetlights, and utility wires.

Section 5:

Health & Safety

- Health Information
 - General Health Practices & Procedures
 - Medication Authorization
- Handling Injuries
 - General Accident Procedures
 - Precautions Regarding Blood- Borne Diseases
 - Protective Barriers & Standard Procedures
 - Cleaning Up Spills
 - Immediate Implement of First Aid

Health Information Procedures

- For the safety and health of EBB participants, Health & Information forms must be collected and kept on file. Students are required to bring health forms by the first day of the EBB program session.
- Health information is *confidential* and only for use by EBB staff on an as needed basis.
- As a rule, prescribed medication should be administered by the parent at home and/or before the end of the school day by MCPS personnel. Staff will NOT be responsible for safeguarding or administering medications on a routine basis unless medically necessary.
- **If administering and/or dispensing medication is absolutely necessary** for a student during the EBB hours, the parent must have a *Medication Authorization Form* on file. This form must be kept on file with EBB staff before the session starts. The Form must be signed by the student's Doctor. Only properly trained staff are authorized to administer/dispense medication, carefully following all proper protocols.
- When necessary, all medications are to be locked in a medication box for safekeeping, and only the Site Coordinator and After School Liaison may open this box. The Site Coordinator and MCPS Administrator must agree upon a safe and appropriate place for a locked medical box prior to the EBB Session.
- Staff must record the medicine being administered/dispensed in a *medical log book* in black or blue ink. All lines on page are to be used (don't skip lines in log). Information noted should include: Date, name of individual, treatment (first aid/CPR/ or medication & dosage), name & signature of staff.
- Staff must follow the same policy as students, and take medication outside the program hours.

General Health Practices

- All EBB staff must be made aware of the school First Aid kit containing the necessary supplies to properly treat minor injuries. The Site Coordinator must maintain adequate first aid supplies at all times that include: band aids, gauze, gloves, CPR mask, tweezers, ice packs, adhesive tape and blunt scissors.
 - The Site Coordinator should ensure that all other items such as: aspirin, first aid cream, bug spray, antiseptic wipes etc... are removed from first aid kits.
- Parents must be well informed of health-related situations. As a general rule, any injury that requires attention, staff must call the parent in addition to sending an accident report home to the parent.
- At a minimum, protective gloves must be used at all times when applying first aid, other personal protective equipment (PPE) may also be needed. Always assume all bodily fluids are contaminated.
- Staff should routinely observe students for behavior, activity level, or any other changes in their physical condition that may indicate an emerging medical problem.
- If a student needs to be taken to the hospital, a member of the EBB staff must accompany the student.

Montgomery County Department of Recreation
Authorization for Medication Procedures

(Please read and follow all instructions carefully.)

Medication Procedures

- **If it is necessary** for a student under the age of 18 to take over-the-counter or prescribed medication during program hours and records are not accessible to the EBB staff, this *authorization for medication form* must be completed in full by the physician and signed by the parent or guardian. This form must be kept on file in the locked EBB cabinet.
- The student must have taken the medication at least once without negative reaction before bringing it to the program.
- A parent is expected to hand-deliver medication to the Site Coordinator along with the medical authorization form, unless the student is authorized by the parent and physician to deliver the medication and form.
- All medications must be brought to the program in the original pharmaceutical container and labeled with the student's name, medication dosage and schedule.
- Only the exact amount of medication should be delivered to the program. If the parent does send more than the specific quantity and does not collect the unused medication within one week after the program has ended, the EBB staff will destroy the unclaimed medication.
- All measuring utensils used for administering medications must be labeled with the student's name on the utensil and brought in with the medication. All half dosages must be split prior to the program.
- A parent must submit a new medical authorization form whenever there is a change in the dosage or medication.
- EBB staff will not knowingly allow anyone to take either prescription or over-the-counter medication during program hours without a completed medical authorization form on site.

On-site Procedures

- The Site Coordinator will store the medication in a secured, non-refrigerated area that is accessible only to authorized personnel. Exceptions will be made in extenuating circumstances only if permission is given by the student's parent and physician for the student to carry the medication during program hours.
- Excel Beyond the Bell personnel are not health professionals however, training will be provided pertaining to proper medication administration protocol when necessary.
 - The trained EBB staff may oversee the student as he/she self-administers the medication (written permission must be given for the student to self-administer).
 - The parent must train the student to identify his/her medication container and the dosage amount to be taken.

- The Site Coordinator will ensure that the medication is taken at the designated time(s) and that it is administered correctly by the student.
- Exceptions to this procedure are as follows: The Site Coordinator or trained EBB staff will administer an epinephrine or insulin injection or asthmatic equipment in an emergency situation. In these situations, the rescue squad will be called, regardless of whether the student exhibits any symptoms.
 - If a Twinject Epi-pen is required please be aware that this specific kind has two doses but leaves an exposed needle after the first dose.
 - MCPS bans one type of epinephrine that combines antihistamines called Ana-Kit. EBB, like MCPS will not accept this kind at schools or after-school.
- The Site Coordinator or After School Liaison may only administer pre-measured doses of these medications. If the physician's order includes a repeat injection, the parent must supply two pre-measured doses.

**Montgomery County Department of Recreation
Authorization for Medication Form**

Authorization for Medication for: _____
(name of student)

Physician Authorization for Medication

Authorization for Medication

Condition: _____

Medication: _____

Dosage and schedule during program hours: _____

Special instructions: _____

Side effects: _____

Duration of Order (*not to exceed current program*): _____

Asthma Inhaler

☐ Asthma Inhaler Name of asthma inhaler medication #1: _____

Instructions: _____

☐ Asthma Inhaler Name of asthma inhaler medication #2: _____

Instructions: _____

Epinephrine Injection

Give the injection indicated below immediately after report of exposure to: _____

☐ Epi-pen (*given in pre-measured dose of 0.3 mg epinephrine 1:1000 aqueous solution or 0.3 cc.*)

☐ Epi-pen Jr. (*given in pre-measured dose of 0.15 mg epinephrine 1:2000 aqueous solution or 0.3 cc.*)

☐ Repeat dose of epinephrine in 15 minutes, if the rescue squad has not arrived.
(*must supply a second pre-measured injection*)

Authorization for the student to Carry and Self-Administer Medication

☐ The above named student may carry this medication with him/her during EBB program hours. He/she has received adequate information on how and when to use this medication, and I believe he/she can safely carry and self-administer it.

Physician Signature: _____

Date: ____ / ____ / ____

Parent Authorization for Medication

Authorization for Medication for:

(name of student)

Check each box that applies:

- ☐ I authorize my child to take the medication as directed by his/her physician.
- ☐ I authorize my child to carry and self-administer medication during program hours as directed by his/her physician.
- ☐ I authorize EBB personnel to administer epinephrine or insulin injections for my child as directed by his/her physician.

I have read the instructions on page 1 that clarify the medication administration procedures, and I assume the responsibilities indicated. I agree to release Montgomery County, its agents and employees, from all liability from this authorization.

I understand that I must collect any unused medication no later than one week after the program ends, or the Excel Beyond the Bell program will discard the medication.

Parent Name (*print*): _____ Day Phone: _____

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Recreation Department Authorized Personnel (Excel Beyond the Bell)

- ☐ I verify that Parts 1 and 2 of this document are properly completed, including the appropriate signatures. (*Note: The physician may complete his/her portion on a prescription pad or medical stationery.*)
- ☐ I verify that the Recreation Department (EBB) can accept the medication as specified by the physician in its original, properly labeled pharmaceutical container (*i.e., with labeled measuring utensil for administering the medication if needed*).

Program: _____

Site Coordinator Signature: _____ Date: ____ / ____ / ____

In Case of an Accident

- The Site Coordinator and/or After School Liaison has been trained in CPR-First Aid, please contact them immediately. Do not attempt first aid for which you are not qualified or for a suspected serious injury
- Call for medical assistance (911) when a serious injury occurs – DO NOT try to transport the student
- Do not attempt to move the injured person but try to make him/her comfortable
- Do not under any circumstance leave the injured student unattended
- The Site Coordinator or After School Liaison must notify the student's parents, family or emergency contact person
- The Site Coordinator or After School Liaison must notify the Recreation Specialist of the incident
- Depending on the severity of the injury, encourage the student to continue with the activity
- Complete an Accident Report when a participant or staff has incurred a personal injury
 - The accident report is to be filled out by the staff person witnessing the incident. The site coordinator is to return the completed form to the Recreation Specialist & provide a copy for the school within 24hours of the incident

Precautions regarding Blood-Borne Diseases

Definition

A blood borne pathogen is any infectious agent whose method of transmission is through exposure to the blood of an infected person (e.g., bacteria, viruses and other germs that are carried in the blood stream). Blood borne pathogens that cause the greatest threat are:

- Hepatitis B Virus (HBV)
- Hepatitis C Virus (HCV)
- Human Immunodeficiency Virus (HIV), which is the virus known to cause the Acquired Immuno-Deficiency Syndrome (AIDS)

Hepatitis B Virus (HBV)

- The Hepatitis B virus is spread by contact with the blood of an infected person or by having sexual relations with an infected person.
- HBV cannot be spread by coughing, kissing, sharing utensils, eating or drinking food or water, or through other casual contact with an infected individual.
- Ways to protect yourself from HBV are: getting vaccinated; avoiding sexual contact; not sharing anything that might have blood on it; following standard precautions.

Hepatitis C Virus (HCV)

- Hepatitis C is a liver disease caused by the Hepatitis C virus (HCV), which is found in the blood of an infected individual. The infection is spread by contact with blood of an infected individual.
- HCV cannot be received by coughing, kissing, sharing utensils, eating or drinking food or water, or through other informal contact with an infected individual. There is no vaccination to prevent Hepatitis C.

Human Immunodeficiency Virus (HIV)

- HIV is the virus that causes AIDs, which is a disease that slowly destroys the body's immune system.
- HIV is spread by: sexual contact, contaminated needles, tattoos or other piercings from contaminated needles, transfusions (in rare instances), infected blood or bodily fluids coming in contact with an open cut or wound.
- HIV is not passed to another individual through contact with a toilet seat, a bite from a mosquito, tick or flea, or casual contact with an infected individual such as touching, sneezing, or coughing.

Protective Barriers

Critical to protection from blood borne pathogens is personal protective gear that acts as a barrier between the individual and the potential infectious material(s). Examples of protective gear that forms a barrier are: bandages covering all cuts and sores and then latex gloves, protective eyewear, face shields, aprons, CPR mask, caps and booties.

Standard Protective Procedures

Standard or universal precautions are approaches to infection control used to protect individuals from exposure to all human blood and other potentially infectious materials. The following procedures must be followed whenever assisting another individual in a situation that could result in exposure to blood or other bodily fluids:

- Wear personal protective gear in any exposure circumstance.
- Remove or replace any personal protective gear that is torn or becomes punctured.
- Handle and dispose of any sharp items that may be contaminated with extreme caution.
- Place the contaminated material in an appropriately labeled container until it can be decontaminated or properly disposed of. Never use bare hands.
- Remove personal protective gear before leaving the work area, and immediately wash hands.

Cleaning Up a Spill

When it is necessary to clean up blood or other potentially infected bodily fluid, the following procedures must be followed:

- Wear protective gloves during a cleanup procedure.
- Use ¼ cup bleach to 1 gallon of water, freshly prepared.
 - The bottle it is made in must be labeled
- Used disposable towels to absorb the spill.
- Place all cleaning materials in a biohazard container for safe disposal.
- If exposed to potentially infectious bodily fluids, immediately notify your supervisor.

Immediate Implementation of First Aid

As soon as an employee is involved in an exposure incident (e.g., needle stick, human bite, cuts and abrasions, contact with blood or potentially infectious bodily fluid or materials), the following first aid procedures must be implemented immediately: **STOP – WASH – REPORT.**

- **STOP** – As soon as an exposure incident has occurred, stop whatever you are doing as soon as possible. Do not delay.
- **WASH** – If blood has spilled on the skin, scrub the area(s) vigorously with soap and water for 15 minutes; or if water is unavailable, use a waterless antiseptic hand cleanser, to be followed as soon as possible with soap and water.
- If blood or bodily fluids has splashed into the eye, nose or mouth, flush the affected area with copious amounts of soap and water for at least 15 minutes.
- After washing the affected area, wipe with rubbing alcohol, hydrogen peroxide, or a fresh 1:10 solution of household bleach (if available and not older than 24 hours).
- For needle sticks or lancet cuts (i.e., unless very deep or extensive), thoroughly wash the area with antibacterial soap and water. Squeeze the area to encourage bleeding, and then scrub the area with rubbing alcohol or hydrogen peroxide.
- Take note of the amount of blood or bodily fluid that made contact to the exposed area and whether or not the skin is cut or otherwise broken.
- Save any contaminated items for testing purposes and, if possible, obtain information from the source individual (e.g., name, address, phone number, medical history, and name of source's physician).
- **REPORT** – The Site Coordinator must report the incident immediately (i.e., verbally and then in writing) to the Recreation Specialist/Supervisor who will make a first report of injury to Schaffer Company, Montgomery County third party administrator for Worker's Compensation at 1-888-606-2562 to ensure payment for treatment.
- Seek medical attention from providers, such as an Immediate Care Center, emergency room, personal physician or infectious disease specialist. Ask about Hepatitis B Immune Globulin (HBIG).
- You may choose Medical Access that is contracted by Montgomery County, and they are familiar with the tests, immunizations and any medications that are needed to handle an exposure.

Medical Access

19504 Amaranth Drive, Germantown, MD 20874

Phone: 301-428-1070; Fax: 301-428-3192

Hours: Monday – Friday 8:30 am to 7:30 pm

Section 6:

Behavior Management

- Behavior Management Overview
 - Preventative Measures
 - Behavior Management Techniques
 - Implementing Behavior Management
- Student Behavior, Expectations & Management
- Code of Conduct

Behavior Management

Preventive Measures

Implementing preventive measures is an important step in controlling inappropriate behavior. Staff should be observant of student behavior to prevent an escalation of unwanted behavior.

Showing an interest in and providing a sense of caring for a student can go a long way towards building relationships and preventing negative behavior. Here are some useful preventive measures to help you manage student behaviors.

- Structure the Environment
- Communicate Expectations
- Develop Consequences
- Model Desirable Behavior
- Be Consistent

Behavior Management Techniques

Definition: Behavior modification is a systematic, performance-based, evaluative method for changing behavior.

Techniques:

- Positive reinforcement
- Verbal reinforcement
- Nonverbal reinforcement
- Treating all participants equally
- A direct command
- Nonverbal techniques
- Consequences
- Cool down period
- Behavior Agreement

Implementing Behavior Management

When inappropriate behavior disrupts the program or is unacceptable to staff & participants, the following measures may be taken:

- Ask the participant to stop the inappropriate behavior
- If the inappropriate behavior continues, administer suitable behavior management techniques.
- When redirecting behavior, verbal or physical abuse is never tolerated. Staff should remain calm both in voice and manner.

Provider Staff & Site Coordinator are responsible for implementing or seeing that appropriate behavior management techniques are implemented.

The Site Coordinator & Provider staff should immediately begin written documentation of the behavioral incidents, and include the following:

- Describe the situation that preceded the behavior;
- Describe the actual observed behavior, using objective language; Do not infer intent, simply state what was observed
- Describe the results of the behavior, including how staff and other participants reacted or were affected.

If the Site Coordinator, in consultation with the Recreational Specialist, considers the behavior sufficiently disruptive, he/she should discuss this further with MCPS Administrators to provide insight and help address the following:

- Has this behavior been observed before?
- If so, what tends to cause this behavior?
- Is there a behavior management plan already in existence that effectively controls the behavior?
- Has there been prior communication with the parents regarding the behavior issues?
- Does the Administration and/or parent have a recommendation for managing this behavior so the program can be successful for everyone involved?

After the situation is properly assessed, the Site Coordinator will work with program staff to develop a behavior management plan.

The plan will then be shared with the participant, parent/guardian and staff for consistent implementation and an agreement signed.

If disruptive behavior persists, a second meeting may be held with the participant, parent/guardian, program staff, and Site Coordinator to discuss appropriate options. Program providers nor Site Staff are allowed to meet with the family alone.

The following forms may be used to help document and reinforce positive student behavior while participating in EBB:

- Student Code of Conduct
- Student Behavior Contract
- Incident Report (non-medical event)

For additional guidance please refer to the YPQA trainings: *Structure & Clear Limits* and/or *Reframing Conflicts* as tools to assist you with behavior management.

Student Behavior and Expectations

Student safety, security, and comfort depend on appropriate and respectful behavior that is modeled between staff as well as other adult & student interaction. Students have a responsibility to help create and maintain a safe, healthy learning environment that promotes mutual respect.

Students are not permitted to defile school property, throw objects, be left unattended, play in unauthorized areas such as streets or parking lots, play near doors, use obscene language or gestures, break any laws, or be abusive to others. This list should be expanded to include any and all dangerous behaviors. Such actions will result in the early intervention or specific consequences as needed.

All students are expected to meet appropriate behavioral standards during the program hours. Should the need arise, an appropriate course of action will be addressed in accordance with relevant MCPS policies and regulations for those participating in the Excel Beyond the Bell program.

Although no unilateral decisions may be made, the EBB partner agencies have agreed to:

1. Support the MCPS philosophy that achievement and social growth occur when students and staff feel safe. Fighting, bullying, harassment, or intimidation interferes with the safe operation of EBB. A zero tolerance policy for bullying has been initiated. Bullying will be addressed immediately as warranted;
2. Reserve the right to dismiss any participant from the EBB program, should the participant's actions continuously be disruptive or compromise the safety and well-being of themselves or others;

Behavior Management

When behavior problems surface you should take steps to try to resolve and prevent them from recurring. Techniques that are often utilized to take care of minor issues include private talks, allowing for a cooling off period, redirecting activities, etc... When more serious measures must be taken, it is important that all site team members including the MCPS Administrator be informed of the incidents so that appropriate measures may be taken – including discussions with the parent/guardians.

The following guidelines and requirements may be useful to you in resolving some behavior problems:

- Attempt to foster positive self-esteem while encouraging the eventual internalization of self-control. A discussion between the student and staff will help the student to learn why his/her behavior was inappropriate. Occasionally, a student may be removed from the immediate situation until he/she is able to gain control. Students must be informed about proper procedures and have a right to consequences that are fair and appropriate.

- Suitable program planning, positive verbal communications, including students in developing rules, and the setting of an appropriate emotional tone in the program, are all appropriate behavior management techniques and tools to help prevent negative behavior outbursts. The best motivations for encouraging positive behavior are modeling appropriate conduct, praising positive behavior, and consistently enforcing program rules.
- Seek out alternative projects and activities for the student which may allow the individual to become more successful and less frustrated. Attempt to refocus the energy to eliminate poor behavior.
- Document the problem you are having and discuss it with the site coordinator. Do not ignore problems for they may impact other participants. If addressing the issue with the family directly becomes necessary, be sure to engage the parents respectfully and ask them for suggestions on how to deal with their youth.
 - Reminder: Staff should not meet with parents alone – always involve the Site Coordinator and Recreation Specialist and inform the MCPS Administrators.
- If a problem persists, consider enforcing a behavior contract. (Please refer to the YPQ booklets on Reframing Conflicts & Structure and Clear Limits) *If you have not attended a workshop on these topics, please request to do so.*
- If you feel the youth may benefit from the assistance of a mainstream companion due to disability related behavior concerns, discuss with Site staff.

Excel Beyond the Bell Student Code of Conduct

The atmosphere of Excel Beyond the Bell is shaped by the following guiding principles:

- Everyone has the right to feel safe.
- Everyone has a responsibility to treat others and their belongings with respect and consideration.
- Students learn and participate in their own way and at their own pace. Individual styles are encouraged and respected.
- Being part of a community obliges one to both strive to help oneself and others learn.
- In any community, misunderstandings and disagreements will arise. A key skill of living with others is the ability to talk out one's problems directly with the other party to resolve the conflict and examine how things could be handled differently and more productively in the future.
- Look, listen, and think; then act.

We require respectful behavior in the school building, on its grounds and on the bus at all times. When representing Excel Beyond the Bell on field trips, the same standards of behavior apply. Honesty, thoughtful and considerate treatment of all members of the program and the community in general, and respect for personal and school property are basic components of this philosophy.

Section 7:

Forms

- Behavior Management Worksheet
- Essential Program Contact Information
- Field Trip Request Form
- Field Trip Checklist
- Field Trip Safety/Emergency Form
- Field Trip/ Special Event Permission Form
- General Volunteer Registration Form
- Incident/ Accident Form – Nonmedical
- Injuries/Illness Report - Participant
- Injuries/Illness Report - Employee Work-Related
- Invoice Samples
- Medical Cheat Sheet
- Payroll/ Timesheet Information
- Property Damage Report Form
- Student Behavior Contract

Montgomery County Excel Beyond the Bell Behavior Management Worksheet

EBB Site: _____

Date: ____ / ____ / ____

Site Coordinator: _____

Participant's Name: _____

Age: _____

Instructions

If you are having difficulty managing the inappropriate behaviors of a participant, use this worksheet to help you think through what is going on and what other techniques you might try. If you have tried everything on this sheet with only poor results, or if you need guidance or support with behavior management techniques, call your Excel Beyond the Bell Supervisor.

1. Assign a number to the behaviors you are observing that are disruptive to the program, ranking them in priority order.

- | | |
|--|--|
| <input type="checkbox"/> aggression (e.g., <i>fighting, yelling</i>) | <input type="checkbox"/> property damage |
| <input type="checkbox"/> nonparticipation (e.g., <i>refusal, apathetic</i>) | <input type="checkbox"/> not following directions |
| <input type="checkbox"/> has difficulty paying attention | <input type="checkbox"/> distracting to others |
| <input type="checkbox"/> wanders or runs from the group | <input type="checkbox"/> becomes easily frustrated/cries |
| <input type="checkbox"/> socially isolated (i.e., <i>always alone</i>) | <input type="checkbox"/> withdrawn |
| <input type="checkbox"/> signs of possible abuse/neglect | <input type="checkbox"/> inappropriate sexual behavior |
| <input type="checkbox"/> poor peer relations (e.g., <i>friendship problems</i>) | <input type="checkbox"/> poor motor skills |
| <input type="checkbox"/> substance abuse (e.g., <i>drug, alcohol</i>) | <input type="checkbox"/> inappropriate use of cell phone |
| <input type="checkbox"/> suicidal tendencies (e.g., <i>comments, attempts</i>) | <input type="checkbox"/> beyond staff control |
| <input type="checkbox"/> other: _____ | |

Explain: _____

2. Do you, other staff, volunteers, or participants perceive the behavior as threatening?

☐ Yes ☐ No Explain: _____

3. What actions have you tried to stop, redirect or manage the inappropriate behavior?

- | | |
|--|--|
| <input type="checkbox"/> planned ignoring | <input type="checkbox"/> redirecting to new activity |
| <input type="checkbox"/> role modeling appropriate behavior | <input type="checkbox"/> verbal warning |
| <input type="checkbox"/> praising appropriate behavior | <input type="checkbox"/> time out (<i>for young child</i>) |
| <input type="checkbox"/> re-establishing behavior rules and consequences | <input type="checkbox"/> suspension (<i>temporary</i>) |
| <input type="checkbox"/> consultation with behavior specialist | <input type="checkbox"/> sticker chart |
| <input type="checkbox"/> assigning "helper" tasks | <input type="checkbox"/> reviewing schedule |
| <input type="checkbox"/> call to parent(s) | <input type="checkbox"/> behavior contracting |
| <input type="checkbox"/> other: _____ | |

4. What were the results of your behavior management attempts?

- | | |
|---|--|
| <input type="checkbox"/> behavior stopped temporarily | <input type="checkbox"/> behavior continued |
| <input type="checkbox"/> behavior stopped but was replaced by another | <input type="checkbox"/> behavior stopped completely |
| <input type="checkbox"/> other: _____ | <input type="checkbox"/> behavior increased |

Comments: _____

5. What behavior patterns have you observed?

- ☐ behavior occurs at similar times every day? When? _____
- ☐ behavior occurs in similar locations/environments? Where? _____
- ☐ behavior occurs when the individual is grouped with a particular individual or group? With whom? _____
- ☐ behavior tends to occur during certain types of activities (e.g., *very active activities, crafts, team sports, etc.*) Explain: _____
- ☐ behavior occurs during a transition

6. What typically happens prior to the behavior?

- | | |
|--|--|
| <input type="checkbox"/> individual becomes frustrated or angry | <input type="checkbox"/> individual becomes excited |
| <input type="checkbox"/> individual does not successfully complete an activity | <input type="checkbox"/> individual is distracted |
| <input type="checkbox"/> individual is going through a transition | <input type="checkbox"/> individual is overwhelmed |
| <input type="checkbox"/> individual's environment is over stimulating | <input type="checkbox"/> individual's routine is altered |
| <input type="checkbox"/> individual's activities are unstructured | <input type="checkbox"/> other: _____ |

Explain: _____

7. What typically happens following the behavior? The individual . . .

- | | |
|---|--|
| <input type="checkbox"/> calms down on his/her own | <input type="checkbox"/> goes home |
| <input type="checkbox"/> can't resume activity without problems | <input type="checkbox"/> will not calm down |
| <input type="checkbox"/> remains angry/is a problem for the rest of the day | <input type="checkbox"/> resumes the activity and gets through with little or no problem |
| <input type="checkbox"/> is removed from the group to calm down | |
| <input type="checkbox"/> other: _____ | |

Explain: _____

8. How do you think the problem can best be resolved? Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> receive help with additional program planning ideas | <input type="checkbox"/> add more structure to program |
| <input type="checkbox"/> try specific behavior management technique(s) | <input type="checkbox"/> have conference with child/parent |
| <input type="checkbox"/> have conference with individual and supervisor | <input type="checkbox"/> try new communication methods |
| <input type="checkbox"/> assign a companion through the TR Team | <input type="checkbox"/> other: _____ |

Explain: _____

9. List at least three things the participant can do well or without problems (e.g., *has good basketball skills, gets along well with peers, etc.*)

10. List the participant's likes and dislikes. Use the "likes" to reward appropriate behavior.

HOW TO REPORT EMPLOYEE WORK-RELATED INJURIES/ILLNESSES

SUPERVISOR'S RESPONSIBILITIES

1. Supervisor call Montgomery County Claims Reporting Service at:

1-888-606-2562

as soon as possible, once an employee work-related injury/illness occurs.

2. Information will be gathered at that time to create an **Employer's First Report of Injury** form, and to record the Supervisor's Incident Investigation Report. The Customer Service Representative (CSR) will need at least the following information:

- Full name of employee
- Home address, city, state, zip code, county, and telephone number
- Date of birth, Social Security Number
- Date of hire, job title, full time/part time, wage information
- Union member, Managed Care Program participant
- Name and address of supervisor
- Date, time, location, and nature of injury
- Name of medical treatment provider, if known.

3. The CSR may then offer the names of several doctors or other health care providers for the supervisor to pass on to the employee.

- Employee participating in the Managed Care Program receives Enrollment Card from supervisor; employee then presents Card to their medical provider at time of treatment.

Montgomery County Excel Beyond the Bell
ACCIDENT REPORT – EMPLOYEE/VOLUNTEER

HOW TO REPORT WORKERS' COMPENSATION INJURIES:

- The information below will be gathered immediately, to extent available, to create a **FIRST REPORT** of injury.
- The Supervisor is to call Managed Care Innovations, LLC (MCI) 24 Hour Reporting Service at 1-888-606-2562 to report employee injury, as soon as possible after a work related injury occurs.
- The Customer Service Representative of MCI may offer the names of several doctors or other health care providers for the supervisor to pass on to the employee.
- Forward this form through the Team and Division so that additional information can be provided.

Full Name: _____ Date: ____ / ____ / ____

Home Address: _____ City: _____

State: _____ Zip: _____ County: _____

Phone: (H) _____ (W) _____ Social Security #: _____ Date of Birth: ____ / ____ / ____

Date of Hire: _____ Job Title: _____

Date of Accident: _____ Time of Accident: _____ Full-Time or Part-Time: _____ Wages: _____

Facility and address where accident occurred: _____

Location on premises where accident occurred: _____

Describe what happened: _____

Describe the injury: _____

Describe the action taken by staff: _____

Date and Time of Call to Managed Care Innovations: _____ Report #: _____

Hospitalized: ☐ Yes ☐ No

Rescue Squad: ☐ Yes ☐ No

Name and Address of Hospital: _____

Witnesses: Name: (1) _____ (2) _____

Address: _____

Phone: _____

Staff Signature: _____ Title: _____ Date ____ / ____ / ____

Site Coordinator's Signature: _____ Date ____ / ____ / ____

Administrative Review (Initials): _____ Date ____ / ____ / ____

Excel Beyond the Bell
ESSENTIAL PROGRAM SITE INFORMATION
(Keep in Coordinator's Notebook for easy reference.)

Fire & Rescue/Police: 911

MCPS Middle School		
Address		
Office Phone (emergency use only)		
Pay Phone		
Cell Phone		
Site Coordinator Name / Phone		
After School Liaison Name / Phone		
Recreation Specialist Name / Phone		
Staff / Phone		
Staff / Phone		
Primary Administrative School Contact:		
Office Personnel / Secretaries		
Building Service Worker		
Program Dates/Hours		
Special Instructions		
Location of First Aid		
Location(s) of Fire Alarms		

**Excel Beyond the Bell
Field Trip Checklist**

Date Received _____
EBB Site _____

- ___ EBB Field Trip Request Form submitted
- ___ Approval form for Extended Trips Out of the Washington Metropolitan Area
 - ___ Objectives are aligned with curriculum
 - ___ Number of students attending represents majority of students
 - ___ Transportation is approved
 - ___ Sources of money for those unable to pay
 - ___ Approval from EBB Staff designee
- ___ Field Trip Safety Plan & Form
 - ___ Itinerary for trip
 - ___ Permission Slip / Approval from Guardian
 - ___ Chaperone list with EBB employees noted
 - ___ Emergency Information
 - ___ Attendance & Rosters
- ___ Orientation procedures
 - ___ Informing parents/guardians of trip objectives & overview of itinerary
 - ___ Orientation to parents/guardians & students regarding behavioral expectations
 - ___ Articulation of roles & responsibilities of chaperones
 - ___ Arrangements for overnight/meal accommodations
 - ___ Special clothing

Montgomery County Excel Beyond the Bell

Field Trip Request Form

(Please Print)

Name of School:			Organization Staff Requesting Trip:
School Address:			
School Principal		School Phone:	
Site Coordinator:		Phone:	
Day of Trip: Make sure the day & date match		Date of Trip:	
EBB Session: (Please check only 1)	1	2	3
Destination:			
Address of Destination:			
Leave School site at:		To reach Destination at:	
Leave Destination at:		To return to site at:	
Trip Description:			
Bag Supper? Other Special Requests?			

Number of Participants and Staff:		Transportation:	
--	--	------------------------	--

Note: 55 riders on all buses (including staff)

Organization: _____
 Phone/Email: _____

 Bus Confirmation: _____

Montgomery County Excel Beyond the Bell

Field Trip/Special Event Permission Form

TO: Parents/Guardians of _____ students
(name of EBB Site)

FROM: _____
(Site Coordinator)

SPECIAL ACTIVITY BEING PLANNED: _____

☐ Field Trip (away from the school site)

☐ Special Event (at the school site)

The event being planned is as follows:

Day: _____ Date: _____

Special Activity: _____

Field Trip Only

Destination Address: _____

Departure Time/Return: _____

Questions? Call: _____

Return Permission Form by: _____

Detach and return this portion to the Site Coordinator.

Field Trip/Special Event Permission

I understand that _____ is having a field trip/special event
(name of EBB Site)

on _____, and I give permission for _____
(date of event) (name of student)

to participate.

Parent/
Guardian Signature: _____

Date: _____

**Excel Beyond the Bell
Field Trip Safety/Emergency Plan**

EBB Site: _____

Fieldtrip Sponsoring Organization: _____

Date: _____

The Site Coordinator must ensure that:

- This form is completed and all appropriate personnel receive a copy prior to fieldtrips
- A copy is taken on all field trips and a copy is left at the EBB program site
- Roles and responsibilities are familiar to all program staff

Step #1:

In the event of an emergency or life/death situation, do not panic. Call to the scene:

1. First Aid/CPR certified staff: _____
2. These staff will instruct _____ to call 911 and give the following information:
 - Caller's name:
 - Program name & address:
 - Major cross street:
 - Telephone number from which call is being made:
 - What happened
 - Number & Condition of victim(s)
 - Care being given

Step #2:

_____ will quickly gather all individuals away from the emergency and take attendance.

Step #3:

_____ will call the Site Coordinator to report the incident at _____.

Step #4:

_____ will notify the individual's parents and inquire about contacting the family physician.

Step #5:

_____ will provide any and all relevant forms pertaining to individual victims to emergency personnel upon arrival. Emergency personnel will then immediately take control of the situation.

Step #6:

If a trip to the hospital is necessary, _____ will escort the injured individual in the ambulance (if allowed). _____ will be responsible for ensuring the program staff has a ride from the hospital back to the program site. If program staff cannot ride in the ambulance, they should go to the hospital and wait for parents to arrive.

Step #7:

_____ will make a second call to the parents providing them the name of the hospital in which their child has been transported.

Step #8:

_____ will complete the Injury/Illness Report Form and submit a copy to his/her supervisor. A copy will also be filed with the injured individual's other EBB forms.

Trip Itinerary:

EBB Site: _____

Fieldtrip Sponsoring Organization: _____

Date: _____

Field Trip Destination & Address:

Destination Phone #: _____

Directions / Route to Destination:

EBB Site Departure Time: _____ Destination Arrival Time: _____

Destination Departure Time: _____ EBB Site Arrival Time: _____

Staff Contact Information:

- Site Coordinator Cell: _____
- After School Liaison Cell: _____
- Recreation Specialist Cell: _____
- MCPS Administrator Cell: _____
- Organization / Provider Staff Cell: _____
- Organization / Provider Staff Cell: _____

Montgomery County, Maryland

GENERAL VOLUNTEER REGISTRATION FORM

Completion of this form is required by all volunteers. The Montgomery County Self-Insurance Program provides medical benefits for volunteers injured while performing duties on behalf of the County as directed by the supervisor, equal to medical benefits as required to be provided under the Workers' Compensation Law of the State of Maryland. The Montgomery County Self-Insurance Program also provides General Liability Coverage to volunteers. Details of coverage may be discussed with the Division of Risk Management. Please complete this form as accurately as possible. Be assured that this information is confidential and for use only by the Division of Risk Management.

Please Type or Print Clearly

Name: _____ *AGE _____

Street Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Driver's License Number: _____ Expiration Date: _____

Volunteer's Area of Specialty: _____

I hereby state that the above information is correct as of this date.

Volunteer's Signature: _____ Date: _____

***VOLUNTEERS UNDER AGE 18 MUST HAVE THE FOLLOWING SECTION COMPLETED BY A PARENT &/OR LEGAL GUARDIAN.**

I am the parent and/or legal guardian for _____, a minor. I hereby give my permission for him/her to perform volunteer services for Montgomery County Department of _____.

Parent/Legal Guardian Signature: _____ Date: _____

.....
This part to be completed by the Volunteer's County Govt. Supervisor

County Supervisor's Signature: _____ Date: _____

Print Last Name of County Supervisor: _____ Supv. Phone No.: _____

County Department: _____ and Division: _____ (where Volunteer will work)

(Please note, the supervisor information must be completed BEFORE this form is sent to the Division of Risk Management.)

Return completed form with ORIGINAL SIGNATURES to: Division of Risk Management/Insurance Section
101 Monroe Street, 15th Floor
Rockville, Maryland 20850
240-777-8920

If you will be driving on behalf of Montgomery County, you must also complete a Driver Volunteer Registration form.

INCIDENT REPORT

(For non-medical incidents only)

Date of Incident: _____

Time: _____

EBB Site: _____

Location: _____

Description of Incident: _____

Name, Address and Phone of Person(s) involved (*if known*):

Action taken:

Follow Up Required? Yes ☐ No ☐ _____

Were Police notified? Yes ☐ No ☐ Name or Badge #: _____

Staff Signature: _____

Date: ____ / ____ / ____

Site Coordinator's Signature: _____

Date: ____ / ____ / ____

Recreation Specialist Signature: _____

Date: ____ / ____ / ____

Administrative Review (Initials): _____

Date: ____ / ____ / ____

Excel Beyond the Bell
Injury/Illness Report — Participant

(For medical injuries and illnesses only)

- ☐ Minor Injury or Illness
☐ Major injury or Illness

Date: ____/____/____

EBB Site: _____

Location where injury/illness occurred: _____

Participant's Name: _____ Age: _____ M F

Address: _____ Zip: _____

Parent's Name: _____ Phone: (hm) _____

(wk) _____

Date of injury/illness: _____ Time of injury/illness: _____

Describe what happened (include activity, cause, and other pertinent facts): _____

Describe the injury/illness (include body part injured, type of injury/illness): _____

Describe the action taken (include equipment used, treatment provided if applicable): _____

Participant was released to: _____

Medical help received: Rescue Squad ☐ Visit to Physician ☐ Emergency Room ☐ Hospital Stay ☐

Witnesses: Name: (1) _____ (2) _____

Address: _____

Phone: _____

Staff Signature: _____ Title: _____ Date: ____/____/____

Site Coordinator's Signature: _____ Date: ____/____/____

Administrative Review (Initials): _____ Date: ____/____/____

Follow-Up Information: _____

The invoice should be printed on provider letterhead and sent by mail with signature in blue.

INVOICE

Contractors Name
[Redacted]

Remittance Address
[Redacted]

To: Montgomery County Collaboration Council
Invoice Period: [Redacted]
Invoice Date: [Redacted]
Invoice Number: 2014-001

Contract Number: [Redacted]
Contract Term: 07/01/14-06/30/15

LINE ITEM DESCRIPTION	Amount
Service Description [Redacted]	\$ - \$ -

AMOUNT DUE THIS MONTH: \$ -

Authorized Signature _____ Date: _____

Medical Cheat Sheet

List everyone and their medical condition on this sheet and share it with all pertinent staff.
Remember, this information is **confidential** and must be treated as such.

Session: _____

EBB Program Site: _____

	NAME	MEDICAL CONDITION
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Excel Beyond the Bell
Property Damage Report

Program: _____ Time/Date of Damage: _____

Nature of Damage (*Describe*): _____

Cause of Damage (*Explain*): _____

Person in charge when damage occurred: _____

Site Coordinator's Signature and Date

Custodian's Signature (*if applicable*)

**(Instructions: Give original to principal; turn in
duplicate copy to supervisor.)**

Supervisor's Signature and Date

Excel Beyond the Bell
Property Damage Report

Program: _____ Time/Date of Damage: _____

Nature of Damage (*Describe*): _____

Cause of Damage (*Explain*): _____

Person in charge when damage occurred: _____

Site Coordinator's Signature and Date

Custodian's Signature (*if applicable*)

**(Instructions: Give original to principal; turn in
duplicate copy to supervisor.)**

Supervisor's Signature and Date

Regular Pay Rate:			NAME:									Dept. No. 7221 06 Position No. 000															
			(LAST)			(FIRST)			(MIDDLE)			Job Class: Job Schedule:															
Pay Period:						Department Name: Recreation						SSN (last 4 digits) xxx-xx-															
EARN TYPE REG or VP	TOTAL HOURS		COST CENTER	PROGRAM	JOB DESCRIPTION	S	M	T	W	T	F	S								S	M	T	W	T	F	S	REC SPECIALIST INITIALS
			72244	Blair Rec Zone																							
			72246	Springbrook Rec Zone																							
			72294	Wheaton Rec Zone																							
			72262	Watkins Mill Rec Zone																							
			72300	Rec Extra																							
			72261	Teen Events																							
			72296	Teen Café																							
			72291	YAC																							
			72295	TEEN Works																							
			72292	Strathmore /One Dream																							
			72273	Summer EBB																							
			72297	EBB (school year)																							
			PT 2001708-01 72100	EBB Argyle																							
			PT 2001708-02 72100	EBB Loiederman																							
			PT 2001708-03 72100	EBB Forest Oak																							
			PT 2001708-04 72100	EBB Clemente																							
			PT 2001708-05 72100	EBB Neelsville																							
			PT 2001708-06 72100	EBB Lee																							
			PT 2001708-06 72100	EBB Mont. Village																							
			TOTAL HOURS																								

MONTGOMERY COUNTY MARYLAND
BI WEEKLY TIME SHEET

PAYROLL - 1

THIS IS TO CERTIFY THAT MY RECORD OF TIME AND
ATTENDANCE AS SHOWN IS CORRECT.

Employee's Signature

THIS IS TO CERTIFY THAT I HAVE EXAMINED THIS RECORD OF
TIME AND FOUND IT TO BE ACCURATE TO THE BEST OF MY KNOWLEDGE.

Recreation Specialist's Signature & Date

TIMESHEET PERIOD DATES

8/25/2013-9/07/2013	8/25/2013	9/7/2013	10/5/2014
9/08/2013-9/21/2013	9/8/2013	9/21/2013	
9/22/2013-10/05/2013	9/22/2013	10/5/2013	
10/06/2013-10/19/2013	10/6/2013	10/19/2013	
10/20/2013-11/02/2013	10/20/2013	11/2/2013	
11/03/2013-11/16/2013	11/3/2013	11/16/2013	
11/17/2013-11/30/2013	11/17/2013	11/30/2013	
12/1/2013-12/14/2013	12/1/2013	12/14/2013	
12/15/13-12/28/13	12/15/2013	12/28/2013	
12/29/2013-1/11/2014	12/29/2013	1/11/2014	
1/12/2014-1/25/2014	1/12/2014	1/25/2014	
1/26/2014-2/8/2014	1/26/2014	2/8/2014	
2/9/2014-2/22/2014	2/9/2014	2/22/2014	
2/23/2014-3/8/2014	2/23/2014	3/8/2014	
3/9/2014-3/22/2014	3/9/2014	3/22/2014	
3/23/2014-4/5/2014	3/23/2014	4/5/2014	
4/6/2014-4/19/2014	4/6/2014	4/19/2014	
4/20/2014-5/3/2014	4/20/2014	5/3/2014	
5/4/2014-5/17/2014	5/4/2014	5/17/2014	
5/18/2014-5/31/2014	5/18/2014	5/31/2014	
6/1/2014-6/14/2014	6/1/2014	6/14/2014	
6/15/2014-6/28/2014	6/15/2014	6/28/2014	
6/29/2014-7/12/2014	6/29/2014	7/12/2014	
7/13/2014-7/26/2014	7/13/2014	7/26/2014	
7/27/2014-8/9/2014	7/27/2014	8/9/2014	
8/10/2014-8/23/14	8/10/2014	8/23/2014	
8/24/2014-9/6/2014	8/24/2014	9/6/2014	

Excel Beyond the Bell Behavior Contract

Like The Board of Education of Montgomery County, Excel Beyond the Bell believes that learning is a continuous evolutionary process. We are dedicated to providing a high quality after school experience in a safe environment for the youth of Montgomery County. To achieve this goal, Excel Beyond the Bell has developed a certain set of rules and guidelines to govern its participants and to facilitate the program's performance. These rules reflect the need to promote good behavior in an environment that is conducive to effective and efficient learning and the need for mutual respect and cooperation.

Students are expected to behave appropriately and promote a safe, engaging and healthy environment through productive participation. The staff will seek MCPS Administrative and parental support to resolve behavior issues to encourage positive behavior. Please read and sign the below contract that promotes an atmosphere that is safe and holds mutual respect as an expectation.

As a participant, I will:

- Show respect to staff, and cooperate fully with their instructions.
- Show respect to other participants, and treat them as I would like to be treated.
- Respect the rights and beliefs of others, and treat others with courtesy and consideration.
- Communicate in an appropriate manner, by not using foul language or gestures, harsh words or tone of voice.
- Conduct myself responsibly. I understand that horseplay, unwelcome teasing or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other participants or staff. I understand that pushing, kicking, hitting or fighting are not acceptable and will not be tolerated.
- Use program equipment, supplies, and facilities properly.
- Respect the property of others.
- Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action.

Parent Signature

Student Signature