

# Section 1.

## Introduction

- EBB Partners Welcome
- Partners Mission Statements
- EBB History & Mission
- 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

September 2018

Dear Excel Beyond the Bell School Administrators, Providers and Staff:

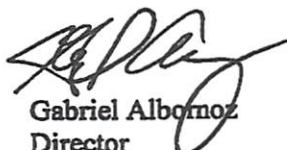
On behalf of the Montgomery County Department of Recreation, Montgomery County Collaboration Council (MCCC) and Montgomery County Public Schools (MCPS), we would like to welcome you as an important partner in the county's Excel Beyond the Bell (EBB) out-of-school time system. The EBB partnership is a successful collaboration designed to provide youth with a safe and enriching after school environment. We appreciate your valuable contribution to the success of EBB.


The EBB elementary and middle school programs are based on research from the youth development field which emphasizes the importance of providing quality after school opportunities while allowing sufficient time for youth to explore new interests and build relationships leading to a sense of belonging. Excel Beyond the Bell 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.


Research and experience tells us that the most important element in supporting youth in their acquisition of new knowledge, interests and social emotional learning is quality staff committed to their own professional development and continuous program improvement.

Thank you for your continued commitment to our students. Welcome to the Excel Beyond the Bell Team!

Sincerely,

  
Gabriel Albornoz  
Director  
Mont. Co. Recreation

  
Elijah Wheeler  
Interim Executive Director  
Mont. Co. Collaboration Council

  
Jonathan T. Brice, EdD  
Associate Superintendent  
MCPS, Office of Student Family  
Support and Engagement

## ***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 Youth Development Team is to ensure young people are productive, healthy and connected during out of school time.

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.

## History and Mission

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.

In 2016, after learning more about how Montgomery County students spend their out-of-school time, community members rallied to create Child First. Child First is a parent-organizing movement with the goal of bringing innovative after-school programs into our ever-changing local communities. The Excel Beyond the Bell Elementary program is the result of transforming community dreams into action.

### 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 because 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.



## 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 youth with particular emphasis on engaging the participation of the communities' vulnerable youth.
- We believe early adolescence 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:

## Overview

- Excel Beyond the Bell and School Staff Information
  - Contact Information
- Excel Beyond the Bell Calendar
- Excel Beyond the Bell Professional Development Opportunity Calendar
- Personnel Job Descriptions
  - EBB Site Coordinator
  - EBB Afterschool Liaison

# Excel Beyond the Bell Elementary School Staff & Contact Information

Main Office Number: 240-777-8080

Adriane Clutter, Division Chief  
C) 240-485-8524 W 240-777-6914

[adriane.clutter@montgomerycountymd.gov](mailto:adriane.clutter@montgomerycountymd.gov)

Monica Clark Phillips, Manager  
C 240-778-9514 W) 240-777-8080

[monica.clark-phillips@montgomerycountymd.gov](mailto:monica.clark-phillips@montgomerycountymd.gov)

Marhonda Williams, Supervisor

C) 240-463-3379 W) 240-777-8080 [marhonda.williams@montgomerycountymd.gov](mailto:marhonda.williams@montgomerycountymd.gov)

## JOANN LELECK AT BROAD ACRES

Main Office 240-740-1900

Nina Bersabal, Recreation Specialist C) 240-620-2041

[nina.bersabal2@montgomerycountymd.gov](mailto:nina.bersabal2@montgomerycountymd.gov)

Dr. Harold Barber, Principal

[harold\\_a\\_barber@mcpsmd.org](mailto:harold_a_barber@mcpsmd.org)

Carol Fernandez, Assistant Principal

[carol\\_fernandez@mcpsmd.org](mailto:carol_fernandez@mcpsmd.org)

Amber Jones, Site Coordinator

TBD, After School Liaison

## BURNT MILLS

Main Office 301-943-8142

Nina Bersabal, Recreation Specialist C) 240-620-2041 [nina.bersabal2@montgomerycountymd.gov](mailto:nina.bersabal2@montgomerycountymd.gov)

Stacy Ashton, Principal

[Stacy\\_A\\_Ashton@mcpsmd.org](mailto:Stacy_A_Ashton@mcpsmd.org)

Mr. Troy Clarke, Assistant Principal

[Troy\\_D\\_Clarke@mcpsmd.org](mailto:Troy_D_Clarke@mcpsmd.org)

Ms. Shealyn Little, Site Coordinator

[Shaelyn.Little@montgomerycountymd.gov](mailto:Shaelyn.Little@montgomerycountymd.gov)

Mrs. Ann Sannah, After School Liaison

[Ann\\_D\\_Sannah@mcpsmd.org](mailto:Ann_D_Sannah@mcpsmd.org)

Deneen Gordon, Parent Engagement Lead

## HARMONY HILLS

Main Office 240-740-0780

Wes Pritchard, Specialist C) 240-672-5506 [wes.pritchard@montgomerycountymd.gov](mailto:wes.pritchard@montgomerycountymd.gov)

Carole Rawlinson, Principal

[carole\\_e\\_rawlinson@mcpsmd.org](mailto:carole_e_rawlinson@mcpsmd.org)

Robert Obstgarten, Principal Intern

[robert\\_a\\_obstgarten@mcpsmd.org](mailto:robert_a_obstgarten@mcpsmd.org)

Adonis Corvoisier, Site Coordinator

Tracy Johnson, After School Liaison

Shanique Moore, Parent Engagement Lead

## GAITHERSBURG

Main Office 240-740-0780

Wes Pritchard, Specialist C) 240-672-5506 [wes.pritchard@montgomerycountymd.gov](mailto:wes.pritchard@montgomerycountymd.gov)

Carole Rawlinson, Principal

[Carole\\_E\\_Rawlinson@mcpsmd.org](mailto:Carole_E_Rawlinson@mcpsmd.org)

Robert Obstgarten, Principal Intern

[Robert\\_A\\_Obstgarten@mcpsmd.org](mailto:Robert_A_Obstgarten@mcpsmd.org)

TBD, Site Coordinator

TBD, After School Liaison

**Program begins in January, 2019**

## OAKVIEW

Main Office

Jerome Jackson, Specialist C) 240-475-6527 [jerome.jackson@montgomerycountymd.gov](mailto:jerome.jackson@montgomerycountymd.gov)

Mrs. Celeste King, Principal

[celeste\\_king@mcpsmd.org](mailto:celeste_king@mcpsmd.org)

Ms. Leah Griffin, Assistant Principal

[leah\\_m\\_griffin@mcpsmd.org](mailto:leah_m_griffin@mcpsmd.org)

TBD, Site Coordinator

TBD, After School Liaison

**Program begins in January, 2019**

## SOUTH LAKE

Main Office 301-337-3450

Jerome Jackson, Specialist C) 240-475-6527 [jerome.jackson@montgomerycountymd.gov](mailto:jerome.jackson@montgomerycountymd.gov)

Mrs. Celeste King, Principal

[celeste\\_king@mcpsmd.org](mailto:celeste_king@mcpsmd.org)

Ms. Leah Griffin, Assistant Principal

[eah\\_m\\_griffin@mcpsmd.org](mailto:eah_m_griffin@mcpsmd.org)

TBD, Site Coordinator

TBD, After School Liaison

# Excel Beyond the Bell Middle School Staff & Contact Information

Main Office Number: 240-777-8080

[reexcelbeyondthebell@montgomerycountymd.gov](mailto:reexcelbeyondthebell@montgomerycountymd.gov)

Adriane Clutter Division Chief

C) 240-485-8524 W) 240-777-6914 [adriane.clutter@montgomerycountymd.gov](mailto:adriane.clutter@montgomerycountymd.gov)

Monica Clark-Philips, Manager

C) 240-78-0514 W) 240-777 8080 [monica.clark-philips@montgomerycountymd.gov](mailto:monica.clark-philips@montgomerycountymd.gov)

Emily McDonell, Supervisor

C) 240-838-8640 W) 240-777-8080 [emily.mcdonell@montgomerycountymd.gov](mailto:emily.mcdonell@montgomerycountymd.gov)

MC Collaboration Council EBB Oversight:

Shane Tate, OST Manager W) 301-610-0147

[shane.tate@collaborationcouncil.org](mailto:shane.tate@collaborationcouncil.org)

Peter Garza W) 301-610-0147

[peter.garza@collaborationcouncil.org](mailto:peter.garza@collaborationcouncil.org)

**ARGYLE** Main Office: 301-460-2400 EBB CELL: 240-472-7913

Opal Burgess, Recreation Specialist 240-671-7399 [opal.burgess@montgomerycountymd.gov](mailto:opal.burgess@montgomerycountymd.gov)

James Allrich, Principal [james\\_k\\_alrich@mcpsmd.org](mailto:james_k_alrich@mcpsmd.org)

Darshan Jain, Assistant Principal [darshan\\_k\\_jain@mcpamd.org](mailto:darshan_k_jain@mcpamd.org)

Samantha Martinez, Coordinator [samantha.martinez@montgomerycountymd.gov](mailto:samantha.martinez@montgomerycountymd.gov)

After School Liaison; TBD

**ROBERTO CLEMENTE** Main Office: 301-601-3044 EBB CELL 240-478-1412

Tiffany Nelson, Recreation Specialist 240-472-4144 [tiffany.nelson@montgomerycountymd.gov](mailto:tiffany.nelson@montgomerycountymd.gov)

Jeffery Brown, Principal [jeffery\\_t\\_brown@mcpsmd.org](mailto:jeffery_t_brown@mcpsmd.org)

Kathy Letora, Assistant Principal [katherine\\_w\\_lertora@mcpsmd.org](mailto:katherine_w_lertora@mcpsmd.org)

Lyrisd Charles, Site Coordinator [lyrid\\_y\\_charles@mcpsmd.org](mailto:lyrid_y_charles@mcpsmd.org)

Roseann Brady, After School Liaison [soreann\\_m\\_brady@mcpsmd.org](mailto:soreann_m_brady@mcpsmd.org)

**LOIEDERMAN** Main Office: 301-929-2282 EBB CELL: 240-472-1108

Recreation Specialist; TBD

Nicole Sosik, Principal [nicole\\_sosik@mcpsmd.org](mailto:nicole_sosik@mcpsmd.org)

Clifford Cooper, Assistant Principal [clifford\\_j\\_cooper@mcpsmd.org](mailto:clifford_j_cooper@mcpsmd.org)

Steven Wilson, Site Director

ASL; TBD

**FOREST OAK** Main Office: 301-670-8242 EBB CELL- 240-893-0654

Carla Benavides, Recreation Specialist 240-672-1668 [carla.benavides@montgomerycountymd.gov](mailto:carla.benavides@montgomerycountymd.gov)

Shahid Muhammad, Principal [Shahid\\_Muhammad@mcpsmd.org](mailto:Shahid_Muhammad@mcpsmd.org)

Assistant Principal, TBD

Sandra Keating, Site Coordinator

James Lewis, After Scholl Liaison [James\\_W\\_Lewis@mcpsmd.org](mailto:James_W_Lewis@mcpsmd.org)

**NEELSVILLE** Main Office: 301-353-8064 EBB CELL: 240—472-2931

Tiffany Nelson, Recreation Specialist 240-472-4144 [tiffany.nelson@montgomerycountymd.gov](mailto:tiffany.nelson@montgomerycountymd.gov)

Vicky Parcan, Principal [lily\\_v\\_lake.parcand@mcpsmd.org](mailto:lily_v_lake.parcand@mcpsmd.org)

Tonia Harley, Assistant Principal [tonia\\_L\\_Harley@mcpsmd.org](mailto:tonia_L_Harley@mcpsmd.org)

Jasmine Jones, Site Coordinator [jasmine.Jones@montgomerycountymd.gov](mailto:jasmine.Jones@montgomerycountymd.gov)

Joshua Phillips, After School Liaison [Joshua\\_Phillips@mcpsmd.org](mailto:Joshua_Phillips@mcpsmd.org)

**COL. E. BROOKE LEE** Main Office: 301-649-8100 EBB CELL 301-346-2283

Opal Burgess, Recreation Specialist 240-671-7399 [opal.burgess@montgomerycountymd.gov](mailto:opal.burgess@montgomerycountymd.gov)

Kimberly Hayden-Williams, Principal [kimberly\\_n\\_haydenwilliams@mcpsmd.org](mailto:kimberly_n_haydenwilliams@mcpsmd.org)

Rodrick Hobbs, Assistant Principal [rodrick\\_d\\_hobbs@mcpsmd.org](mailto:rodrick_d_hobbs@mcpsmd.org)

Ruth Diaz, Site Coordinator [ruth.diaz@montgomerycountymd.gov](mailto:ruth.diaz@montgomerycountymd.gov)

Wendy Semuskie, After School Liaison [wendy\\_w\\_semuskie@mcpsmd.org](mailto:wendy_w_semuskie@mcpsmd.org)

**MONTGOMERY VILLAGE** Main Office: 301-840-4660 EBB CELL: 240-893-1379

Carla Benavides, Recreation Specialist 240-672-1668 [carla.Benavides@montgomerycountymd.gov](mailto:carla.Benavides@montgomerycountymd.gov)

Kisha Logan, Principal [kisha\\_logan@mcpsmd.org](mailto:kisha_logan@mcpsmd.org)

Assistant Principal; TBD

Michelle Keyes, Site Coordinator [michelle\\_a\\_keyes@mcpsmd.org](mailto:michelle_a_keyes@mcpsmd.org)

Gloria Stewart, After School Liaison [gloria\\_stewart@mcpsmd.org](mailto:gloria_stewart@mcpsmd.org)

**FRANCIS SCOTT KEY** Main Office: 301-422-5600 EBB CELL 240-551-9350

Recreation Specialist, TBD

Norman Coleman, Principal [norman\\_l\\_coleman@mcpsmd.org](mailto:norman_l_coleman@mcpsmd.org)

Stephanie Valentine, Assistant Principal [stephanie\\_z\\_valentine@mcpsmd.org](mailto:stephanie_z_valentine@mcpsmd.org)

Tyra Bonner, Site Coordinator [tyra.bonner@montgomerycountymd.gov](mailto:tyra.bonner@montgomerycountymd.gov)

After School Liaison.TBD



## Excel Beyond the Bell Middle Schedule - 2018-2019

### 2018

- Sept 3 – **Labor Day** – Offices and schools closed
- Sept 4 – First day of school for students
- Sept 6 - Key, Argyle BTSN
- Sept 10 – No School for Students - No EBB
- Sept 12 – Lee BTSN, Loiederman BTSN
- Sept 12 – Clemente parent night
- Sept 13 – Neelsville, MV, Clemente BTSN
- Sept 17 – **EBB 2018-2019 Kick Off meeting**
- Sept 19 – No School for Students - No EBB
- Sept 20 – Forest Oak BTSN
- Oct 1 – **EBB 2018-2019 Session I begin**
- Oct 3 – Loiederman Parent Magnet meeting - **No EBB at Loiederman**
- Oct 5 – Early Release day for all students - No EBB
- Oct 24 – Argyle Parent Magnet meeting - **No EBB at Argyle only.**
- Nov 6 – Election Day – no school for students No EBB
- Nov 7 – Early release day for all students K-12- No EBB
- Nov 12 – Early release day for all students K-12 - No EBB
- Nov 13 – Early release day for all students K-12 - No EBB
- Nov 21 – Early release day for all students K-12 – No EBB
- Nov 22-23 – **Thanksgiving Holiday. No school or EBB**
- Dec 20 – Session 1 of 2018-2019 EBB session ends
- Dec 24-31 – **Winter Break - No EBB**

### 2019\*\*

- Jan 1 – **New Year's Day** – Offices and schools closed
- Jan 29 – **EBB 2018-2019 Session 2 begins**
- Feb 18 - **Presidents' Day**— Offices and schools closed. No EBB
- April 3 – Early release day
- April 17-22 – **MCPS Spring Break** – No school for students and teachers; offices
- May 16 – **Last day of EBB 2018-2019**

\*\* as of 9.6/2018



# 2018-2019 Program Schedule

## South Lake, Harmony Hills & JoAnn Leleck

<b>Fall Session: October 1 – December 21, 2018</b>	<b>Winter Session: January 2 – March 29, 2019</b>	<b>Spring Session: April 1 – June 7, 2019</b>
<p>Welcome Week: October 1 – October 4</p> <p>Providers: October 8 – December 21</p> <p>Fun Fridays: October 26; November 30; December 21</p> <p>No Program Days: Oct. 5; Nov. 6, 7, 12, 13, 21, 22, 23; Winter Break-Dec. 24-31</p>	<p>Welcome Back Week: Wednesday, January 2 – Friday, January 4</p> <p>Providers: January 7 – March 29</p> <p>Fun Fridays: January 18; February 22; March 29</p> <p>No Program Days: Jan. 1, 21, 25, 28; Feb. 18; Mar 1</p>	<p>Welcome Back Days: Monday, April 1 &amp; Tuesday, April 2</p> <p>Providers: April 4- May 31</p> <p>Fun Fridays: April 26, May 17</p> <p>EBBE Celebration Week: Monday, June 3 – Friday, June 7</p> <p>No Program Days: Apr 3, Spring Break- Apr. 17-22; May 27; June 5</p>

## Burnt Mills

<b>Fall Session: October 1 – December 20, 2018</b>	<b>Winter Session: January 2 – March 28, 2019</b>	<b>Spring Session: April 1 – June 6, 2019</b>
<p>Welcome Week: October 1 – October 4</p> <p>Providers: October 8 – December 20</p> <p>Thrilling Thursdays: October 25; November 29; December 20</p> <p>No Program Days: Nov. 6, 7, 12, 13, 21, 22 Winter Break-Dec. 24-31</p>	<p>Welcome Back Week: January 2 –January 3</p> <p>Providers: January 7 – March 28</p> <p>Thrilling Thursdays: January 31; February 28; March 28</p> <p>No Program Days: Jan. 1, 21, 28; Feb. 18</p>	<p>Welcome Back Days: April 1 &amp; April 2</p> <p>Providers: April 4- May 31</p> <p>Thrilling Thursdays April 25, May 16</p> <p>EBBE Celebration Week: Monday, June 3 – Thursday, June 6</p> <p>No Program Days: Apr 3, Spring Break- Apr. 17-22; May 27; June 5</p>

## Gaithersburg & Oakview

<b>Winter Session: January 29 – March 29, 2019</b>	<b>Spring Session: April 1 – June 7, 2019</b>
<p>Welcome Week: January 29 – February 1</p> <p>Providers: February 4 – March 29</p> <p>Fun Fridays: February 22; March 29</p> <p>No Program Days: Feb. 18; Mar 1</p>	<p>Welcome Back Days: April 1 &amp; April 2</p> <p>Providers: April 4- May 31</p> <p>Fun Fridays: April 26, May 17</p> <p>EBBE Celebration Week- Monday, June 3 – Friday, June 7</p> <p>No Program Days: Apr 3, Spring Break- Apr. 17-22; May 27; June 5</p>

## Excel Beyond the Bell Professional Development Opportunities for Fall 2018

### SEPTEMBER 2018

- Understanding & Building Youth Program Culture Pt.2 Tue. Sept. 18
- The A in STEAM Wed. Sept. 19
- Building Community Thu. Sept. 20
- Ask-Listen-Encourage (Sharp Insight) Thu. Sept. 20
- Tools & Strategies to Deter Youth Gang Involvement Wed. Sept. 26

### OCTOBER 2018

- Advancing Youth Development Mon-Thu Oct 1-4
- Trauma Informed Care Wed. Oct. 10
- AYD for Supervisors Tue. Oct. 16
- Strengthening Your Leadership Skills Wed. Oct.17
- Youth Mental Health First Aide Tue or Wed Oct 23 or 24
- Reframing Conflict (Sharp Insight) Thu. Oct. 25
- Youth Voice (Sharp Insight) Thu. Oct. 25

### NOVEMBER 2018

- LGBTQAI Ally Training Tue. Nov. 6
- Group Games Training Wed. Nov. 7
- Building a Parent Community Pt.1 Tue. Nov. 13
- Building a Parent Community Pt.2 Wed. Nov. 14
- Keys to a Successful Mentoring Program Thu. Nov. 15
- Adolescent Development (DC & E) Wed. Nov. 28

For more information: <http://community.bubblee.com/Portal/Index.html#/cop>  
To register: [Excelbeyondthebell.org](http://Excelbeyondthebell.org)  
Contact for questions: [leteria.bailey@collaborationcouncil.org](mailto:leteria.bailey@collaborationcouncil.org)

The numerous workshops offered address the core competencies (knowledge, skills and abilities) that youth development practitioners need to be effect providers of out-of-school time experiences for youth. These sessions will enable you to:

- 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 structure and clear limits that need to be in place to help set conditions for a successful program
- Learn how to create a positive after school program experience that is rewarding and fund for youth
- Understand how to include youth voice and choice in your program

# Excel Beyond the Bell 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
- 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 special events and activities.
- Supervise MCPS After School Liaison, program providers & 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
- Coordinate evaluation process, including surveys of students, staff, and parents
- Participate in all meetings, workshops, focus groups 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 elementary and/or 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 2 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 the EBB program

- 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 (28-35 weeks)
- Work with MCPS teachers and administration to refer and/or recruit students to EBB
- Assist EBB program and Site Coordinator in enhancing communication and collaboration between day and after school staff including updating information for the school website and presentations at MCPS staff meetings
- Be informed about year-round school wide meetings which may impact the EBB program and relay this information to the EBB site coordinator as early and often as possible
- 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)
- Work with cafeteria manager to select after school meals and snacks
- Attend all EBB staff and provider scheduled meetings
- Participate in EBB related programming including family events
- Perform related duties as required
- Schedule weekly check-in meetings with School Administrators and Site Coordinator

## Experience Requirements

- Must have strong verbal communication skills
- Has worked with elementary and/or 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 2 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

# Section 3:

## General Policies &

## Procedures

- Montgomery County Government Policy Mandates
- Attendance and Accountability for EBB Participants
- Inclement Weather
- Photography Policy
- Field Trip Policy (EBB middle school)

## **Montgomery County Government**

### **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](mailto: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.

#### **Weapon Free Zone**

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 Policy

We take child abuse seriously. A criminal background check is made of all staff for offenses related to child abuse. All EBB staff and program providers must complete the mandatory MCPS child abuse & neglect training prior to working in the program. The training can be found online at <http://www.montgomeryschoolsmd.org/childabuseandneglect/>.

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/com>

## **Sexual Harassment Policy**

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 harassment.

## **Attendance & Accountability for EBB Participants**

Accountability of participants is critical; therefore attendance is taken daily for data collection and to maintain accountability. Due to the importance of participant security, EBB staff must never minimize this.

EBB Staff responsibility for students begins at dismissal after the school day. Attendance is required and students should be in a registered program activity.

Attendance will be taken on rosters provided at strategic times throughout the EBB program to ensure that all students are accounted for. The attendance sheet is a legal document and should only have the appropriate check marks or A for absent in the boxes. All students must be registered for the EBB program to attend.

### **EBB Elementary:**

Regular participation in EBB Elementary is mandatory. Students will benefit from EBB with consistent attendance, whole-hearted commitment, and effort. Because this program is in high demand and has waiting lists, students who have frequent unexcused absences (3 or more day per session) without parental notification will forfeit their spot in EBB.

### **EBB Middle:**

Staff should communicate daily about student attendance issues so as to ensure the safety of the youth enrolled in EBB. There is often a wait list for programs; should a student miss the first scheduled day of a specific class; EBB staff will reach out to the parent to determine whether or not the student wishes to remain in the class. A student from the wait list will be substituted for the absent student once it is determined that they will not be attending the class. If student misses 3 consecutive days of programming when there are others on the waitlist, EBB staff will contact students on the waitlist to find out if there is still interest in attending the class.

A computerized system, ETO/Active, is used to keep attendance and is to be submitted to the Site Coordinator at the end of each day of EBB. Attendance information must be entered in ETO accurately and routinely. Once a student is removed from a roster it is very difficult to go back and enter historical attendance. Attendance data should be checked routinely to make sure dates are not missing, dates are accurate, and all students are accounted for on the rosters and in the system. Providers of EBB programs need to assist Site Coordinators to ensure attendance information is correct before leaving at the end of each EBB program day.

## 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](http://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. The Department of Recreation and or Collaboration Council 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 the Montgomery County Collaboration Council (MCCC) and the Montgomery County Recreation Department (MCRD to use any photographs taken or videos made of the program for promotional and educational purposes.

The written permission of every person identifiable in a photograph of any EBB sponsored activity must be secured if the photograph is to be specifically used for:

1. Commercial advertising purposes
2. Any publication or other use for which the person(s) submitting it will receive payment
3. Articles, Written Statements, or Other Publication by Staff

Program providers may link to Excel Beyond the Bell photos or videos appearing on social media or web pages of MCCC or MCRD. Providers may not take pictures of students themselves for their organization's social media accounts or their promotional materials.

# **EBB FIELD TRIP POLICY**

## **I. POLICY STATEMENT**

- A. The Montgomery County Recreation - Youth Development Division seeks to provide engaging, inspiring experiences for program participants through safe implementation and travel to: designated outings, activities and events occurring beyond the boundaries of school property with students and program staff. As such, this policy applies to all EBB middle school programs within the Youth Development Division to include program contractors, providers and organizations who facilitate services on behalf of the overall recreation program. The Montgomery County Recreation - Youth Development Division has a responsibility to ensure that reasonable procedures for supervision and safety are in place and that the participants and their parents are fully informed regarding arrangements.

## **II. Purpose**

- A. The purpose of this policy is to provide guidelines to plan, approve and conduct student field trips off school grounds.

## **III. Definitions**

*Within the context of this policy, the following definitions apply:*

- A. Administrative Approval Process – The process of review and approval by the Youth Development leadership and school-based administrators.
- B. Recreation Specialist – Montgomery County Recreation employee who has direct overall program oversight at the designated school facility.
- C. Site Coordinator – Montgomery County Recreation employee who is responsible for the day to day coordination of assigned after-school programs at the designated school facility.
- D. School Administration/Liaison – Principal/Assistant Principal, After-school Liaison, and School Secretary at partner school.
- E. Parent – An individual recognized as the adult legally responsible for the well-being of the student/program participant.
- F. Field Trip – An extracurricular experience that occurs off school grounds that motivates interest, provides exposure, enriches the program and/or celebrates participant accomplishments.

#### **IV. Standards**

- A. The Recreation Specialist and Site Coordinator must be given all field trip requests a minimum of 30 days or more in advance of each field trip.
- B. Field trips require approval through the administrative approval process.
- C. Field trips will be conducted in accordance to the guidelines provided by Montgomery County Recreation.
- D. The Recreation Specialist will inform the school administration about all field trips. This includes trips organized by partner programs and contractors. Administration will receive a comprehensive list containing location, date, time, and place pick-up/drop off. Two weeks prior to the trip taking place the school administration will receive a roster of participants and designated staff attending.
- E. A Site Coordinator or School Liaison must accompany students on field trips, this includes trips organizes. 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 Recreation Specialist and Site Coordinator.
- F. At least two staff on a field trip must have valid First Aide & CPR certification.
- G. Site staff need to be aware of and inform parents by phone of trip cancellation details.
- H. Parents must be informed in writing of an offsite field trip and will be expected to complete required permission forms providing consent. All documents must contain the information about potential cancellations, emergency contact numbers for both parent(s) and staff.
- I. Transportation for field trips will be provided by an authorized public carrier in accordance with MCPS and Montgomery County Recreation standards.
- J. Field trip plans must leave an emergency plan with the Recreation staff and the school office.

# Section 4:

## Safety & Security

- General Onsite
  - Site Safety
  - Student Safety
  - Safe Schools Hotlines
- Dismissal
  - Dismissal Changes
- 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.

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.
- Over the counter & prescribed medication should be administered by the parent at home as participants cannot take medication during EBB. If emergency medications are absolutely necessary for a participant, a prescription authorization form must be completed with both the parent and physician signature on file at the program. Emergency medication is any medicine designated by a physician as needed in the event of an emergency such as inhalers or epi pens. All medications are locked in a medicine box for safekeeping during the program.
- Staff will NOT be responsible for administering medications unless it is absolutely necessary or a medical emergency. The site director will supervise the participant as he or she takes the authorized emergency medication.

## **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**
- Maryland Safe Schools Hotline – **1-877-636-6332**
- 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 3:00.m. and 6:30p.m. Please make sure that the EBB staff has the correct contact information.
- Dismissal from EBB activities will be at the end of the program and the bus departure will be 15 minutes after the program ends.
- 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 given permission to walk home at program closure 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 will pick up participants at the designated areas and follow all sign out procedures with EBB staff.
- If a participant remains at the program site after program closure 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.
  - o 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 regard to dismissal or transportation changes.** 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.\*\**

# Transportation

## Activity Bus

- At no time is an EBB staff person allowed to ride the MCPS Activity bus as a means of transportation home.
  - **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 the end of program.
- The bus is scheduled to arrive at the school by the end of the program and leave no earlier than 15 minutes after the program ends.
- 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.

## Bus Behavior and Consequences of Bus Misconduct: 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.

### **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 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](http://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.

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:

## Behavior Management

- Behavior Management Overview
- Disciplinary Action
- Behavior Contract
- Behavior Management Resources

# Behavior Management Overview

## **Preventive Measures**

Implementing preventive measures is an important step in controlling inappropriate behavior. Here are some useful preventive measures to help you manage camper/student behaviors.

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

## **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
- Time Out
- Behavior Agreement
- Redirect Behavior

## **Implementing Behavior Management**

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

- Talk to the individual! Ask them to stop and explain why their behavior is inappropriate.
- If the inappropriate behavior continues, administer suitable behavior management techniques.
- When redirecting behavior, verbal or physical abuse is never tolerated.

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

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

- Describe the situation that preceded the behavior;
- Describe the actual observed behavior, using objective language;
- Describe the results of the behavior, including how staff and other participants reacted or were affected.
- Remember, providing detailed information is imperative when documenting an incident. Answering all the 5 W's (who, what, when, where, how) is a good way to ensure you have all the necessary information.

If the Site Coordinator, in consultation with the Recreational Specialist, considers the behavior sufficiently disruptive, he/she will contact the parent/guardian to discuss 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?
- Does the parent have a recommendation for managing this behavior so the program can be successful for all?

After the situation is 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 will be held with the participant, parent/guardian, program staff, Site Coordinator, &/or Recreation Specialist to discuss appropriate options.

## **Student Behavior and Expectations**

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. These are examples that should be expanded to include any and all dangerous and discourteous behaviors. The following forms are used to reinforce and document student behavior:

### **1. Student Code of Conduct**

The form is provided in the family welcome packet at the beginning of the session to reinforce positive behavior while participating in the Excel Beyond the Bell program.

### **2. Incident Report**

The Incident Report form is for any non-medical event that is a potential for liability action. A fight between two students, the use of foul language or adverse action toward an individual's or the school does constitute an "incident" that requires the use of this form.

## Disciplinary Action

When discipline problems surface you should take steps to try to resolve them and to prevent them from recurring. Techniques that are often utilized to take care of minor issues include time outs, private talks, redirecting activities, etc... When more serious measures must be taken, the following guidelines and requirements may be useful to you in resolving behavior problems:

- Document the problem you are having and discuss it with the site coordinator who may request a parent meeting. Do not ignore problems for they may impact other participants. The site coordinator should keep the parent informed. Engage and ask parents for suggestions on how to deal with their youth. Seek out alternative projects and activities for the youth which may allow the individual to become more successful and less frustrated. Attempt to refocus their energy to eliminate poor behavior.
- If a problem persists, enforce 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 there is no improvement after as a result from a behavior contract, EBB Recreation Specialist who will contact parents to have the youth removed from the program. Youth may not be suspended without an initial consultation between the site coordinator and after school liaison and notifying the parents.
- Excel Beyond the Bell supports 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. Such actions are prohibited and will result in the early intervention, remedial activities, or specific consequences as needed.
- If you feel the youth may benefit from the assistance of a mainstream companion due to disability related behavior issues, discuss with Site staff.

HELPFUL TIPS! When addressing a behavior try:

- to control your tone. Neutral/positive tones when delivering a message can be more effective than a negative or annoyed tone.
- be very specific with directions and be ready to explain why. When you are too general in communicating, they may not fully understand.
- Discuss the students behavior with them, sometimes they do not know what they did was wrong and needs a caring adult to take the time to explain to them why certain actions are not allowed. Additional reframe from directing the behavior at them personally by talking about their character.



**Montgomery County Recreation  
2018 EBB Programs  
Participant Code of Conduct**

Montgomery County Recreation and the Excel Beyond the Bell program is dedicated to providing outstanding afterschool programs for the youth of Montgomery County. To achieve this goal, we place value on youth by offering exciting program experiences with an emphasis on safety, convenience and affordability.

Participants are expected to behave appropriately and promote a safe, fun and healthy environment through productive participation. The staff will use a positive approach to discipline and will seek parental support to resolve behavior issues and to encourage positive behavior. The purpose of this agreement is to assure understanding and compliance with the rules and behavior expectations of MCR Excel Beyond the Bell Programs. Participants who remain disruptive after consultation with the parents may be dismissed from the program.

Please review the Code of Conduct with your child so that he/she fully understands the expectations.

**Rules for Play**

- Be a good listener.
- Be a good sport.
- Know and follow the rules of the program.
- Be attentive and follow instructions.
- Be friendly and respectful, treat others with courtesy and consideration.
- Communicate in an appropriate manner.
- Be open to making new friends.
- Use program equipment, supplies, and facilities properly.
- Respect the property of others.
- Leave valuables at home (i.e. cameras, cell phones, iPods, headphones...)

**What Is Not Acceptable**

- Failure to cooperate with staff and activity leaders
- Verbal or written threats
- Swearing or abusive language
- Bodily harm to self or others
- Physical violence, fighting, and/or bullying
- Sexual harassment or misconduct
- Vandalism, theft of equipment or damaging government property
- Consumption, possession, or distribution of drugs or alcohol
- Possession of weapons of any kind

Consequences shall be related to behavior, respectful, reasonable, and administered relative to the degree of inappropriate behavior and may include:

**Level 1:** Verbal Counseling or warning for participant(s) and inform parent(s) during afternoon/evening pick up, and ask for suggestions and support

**Level 2:** Notify parent(s), loss of privileges, establish a Behavior Agreement, send participant(s) home for the remainder of the day if needed

**Level 3:** Suspension from the Excel Beyond the Bell program (time and duration may be dependent on severity of incident)

**Level 4:** Expulsion from Excel Beyond the Bell summer program

Note:

- Parent or authorized adult must pick up child within one hour of being notified.
- There will be no pro-ration or refunds for suspension or expulsion from programs.
- Readmission may require meeting with program or facility supervisor.

For each step in the Code of conduct process, make sure to discuss with your supervisor and write an incident report. Consequences shall be related to behavior, respectful, reasonable, and administered relative to the degree of inappropriate behavior.

Staff will notify parent/guardian/care providers of actions that occurred and safety consideration when any of the consequences are used. In a critical situation (harm to self and others) staff may also need to contact other service providers and/or the police. If, after meeting with parent/guardians/consultation with supervisors and TR, and documenting behavior problems and interventions; a participant's behavior continues to consistently endanger the safety of others, only the Division Chief can terminate services for the participant.

## Levels of Behavior

### Level I Behavior - Annoying

Behavior	Suggested Techniques	Actions
<ul style="list-style-type: none"> <li>• Talking while directions are given</li> <li>• Sarcastic comments/talking back</li> <li>• Unwilling to share</li> <li>• Inappropriate language</li> <li>• Out of seat</li> <li>• Touching others</li> <li>• Making Noises</li> <li>• Whining</li> <li>• Taking supplies from other participants (grabbing)</li> </ul>	<ul style="list-style-type: none"> <li>• Ignore</li> <li>• Redirect</li> <li>• Provide positive verbal encouragement</li> <li>• Review Directions and expectations</li> <li>• Give choices</li> <li>• Provide alternative choices</li> <li>• Set and follow through with consequences.</li> </ul>	<ul style="list-style-type: none"> <li>• Be sure staff approach and attitude is supportive</li> <li>• Talk to parents about suggestions they may have</li> <li>• Have participants take breaks if needed</li> <li>• Be sure to document on an incident form</li> </ul>

### Level II Behavior – Interferes with participation

Behavior	Suggested Techniques	Actions
<ul style="list-style-type: none"> <li>• Level I behaviors are becoming a pattern or increasing in frequency</li> <li>• Refusing to participate consistently</li> <li>• Frequent verbal arguing</li> <li>• Running out and around the constantly</li> <li>• Interrupts leader frequently</li> <li>• Has meltdown or temper tantrums (loss of control)</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize an incentive system for behavior (individualized)</li> <li>• Review rules and expectations</li> <li>• Set clear limits</li> <li>• Follow through on consequences</li> <li>• Withdraw from power struggles</li> <li>• Engage in problem solving with participants</li> <li>• Log all behavior, even if minor, to investigate trends and patterns</li> <li>• Be consistent in approach</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate all actions with supervisor</li> <li>• Separate from group for a break</li> <li>• Discuss strategies with parents, share with them the Code of Conduct information (warning)</li> <li>• Write a Behavior Agreement if needed</li> <li>• Initiate a suspension (send home for the day) if needed</li> <li>• Document all communication with parent/guardian</li> <li>• Contact TR office for additional support</li> </ul>

### Level III and IV Behavior – Interferes with Program

Behavior	Suggested Techniques	Actions
<ul style="list-style-type: none"> <li>• Level II behaviors increase</li> <li>• Physical aggression toward participants or staff</li> <li>• Destruction of property</li> <li>• Frequent loss of control (verbal or physical)</li> <li>• Frequently leaving group and will not return, can run from building</li> <li>• Defiant refusal to participate</li> <li>• Physical violence, fighting, and/or bullying</li> <li>• Bodily harm to self or others</li> <li>• Possession of drugs/weapons</li> </ul>	<ul style="list-style-type: none"> <li>• Follow through with individualized incentive plan</li> <li>• Follow Behavior Agreement</li> <li>• Continue communication with parents/guardians</li> <li>• Add an additional staff to assist if possible for a short duration</li> <li>• Be consistent in approach</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate all actions with supervisor and document</li> <li>• Separate from group or send home for the day (suspension)</li> <li>• Implement consequence outlined in Behavior Agreement</li> <li>• Move to another location if agreed that would be a better program fit (with supervisor approval)</li> <li>• If termination is recommended, send through the chain of command to Division Chief</li> </ul>

## BEHAVIOR MODIFICATION

Behavior modification is the process of guiding the participant towards desirable, appropriate and expected behavior. This means that we are positively reinforcing the expected behavior. By attracting attention to undesirable, inappropriate and unexpected behaviors, we are reinforcing that individual's unexpected behavior.

No matter what program you work at, you will see participants display unexpected behaviors at some point. The way you handle these behaviors is important and will take time and patience. By engaging with the participant in a positive way, unexpected behaviors will decrease and the program experience will be more successful.

With positive behavioral modification we will help:

- Enhance social skills and emotional well being
- Enhance safety and risk management
- Create a welcoming environment
- Promote positive participation

### 5 C'S OF BEHAVIOR MODIFICATION

Provide Clear, Caring, Consistent, Consequences and be willing to Change.

Most behaviors will not happen if you follow the 5 C's from the very beginning of the program planning and throughout the year. As a staff, you want to make sure to be:

#### CLEAR



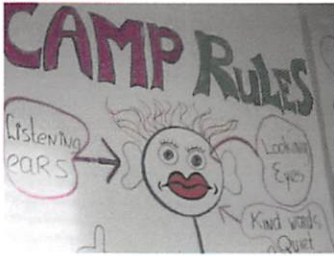
Participants need to understand the expectations right from the beginning of the program and before every activity. Avoid assumptions that participants already know the rules to every game or social situation. They need to be achievable, realistic and age appropriate. They should be presented in a simple, clear, and positive way.

#### CARING

Be caring about the participants, even those with more serious behaviors. Avoid labeling anyone as a "problem child", etc. Keep these "P"'s in mind when planning and communicating expectations/rules.



1. Partnerships – If participants create rules, they are more willing to follow them.
2. Purposeful - Participants need to discuss the "why" of rules.
3. Possible - Make rules that can be enforced, limit to 6 or less
4. Plain & Posted - Participants need to know the rules and that they apply to everyone.
5. Positive - Rules should be aimed at positive behavior not at punishing misbehavior.
6. Peace - Establish a Signal for Quiet Time - Use a non-verbal signal
7. Predictable – Participants should be informed of consequences when expectations are unmet.



## CONSISTENT

Be consistent with what you explain as your expectations. Make sure you do not change the expectations without discussing with the participants. If your rule is that they must clean up after an activity, make sure that you always implement that rule. Keep in mind to be consistent from one staff to the next, as participants quickly learn they can get different responses from different people.

## CONSEQUENCES

In most cases, positive reinforcement produces positive behavior. It is always a good idea to start there first, with promoting a positive environment with the participants. Of course there will be situations where you will need to enforce the rules by providing consequences. When you provide consequences, make sure to:

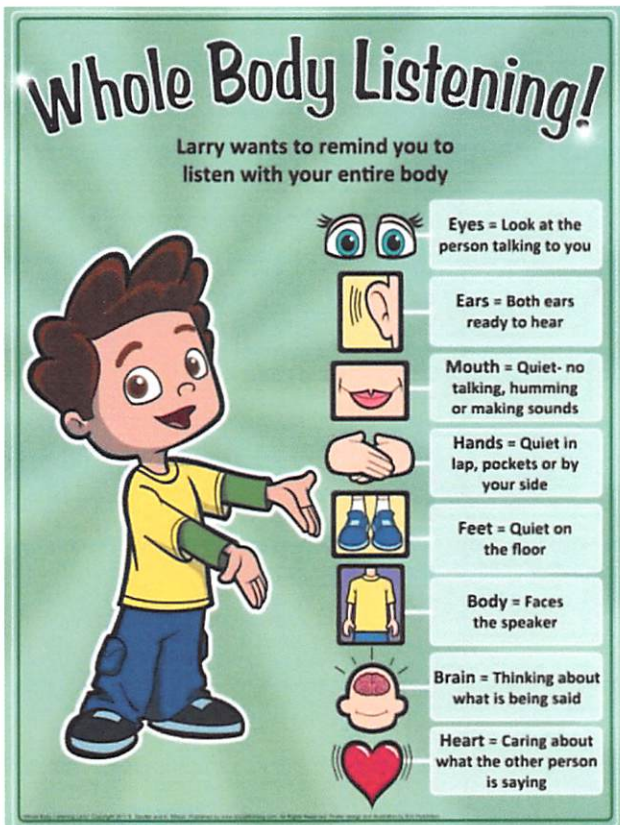


- Plan in advance the consequences that will occur if rules are not followed
- Communicate consequences to the participant
- Ensure consequence is related to behavior, respectful and reasonable, and administered relative to the degree of unacceptable behavior
- If behavior is becoming a consistent pattern, make sure to implement a Behavior Agreement.

## Be willing to CHANGE

If you have always done something a certain way, it is okay to change if it is not working this time around. Every participant, and every behavior is different. Using “do’s” rather than “don’ts” is very difficult, especially for adults who already have the “don’t” habit. The improvement in your relationship with each participant will make it worth the effort.

Say this:	Instead of this:
Walking feet	Don't run
Keep hands to self	Don't touch that!
Use inside voice	Be quiet!
Close the door softly please	Don't slam the door!
You can color on this paper	Don't draw on the table!



# Section 6:

## EBB Provider

- EBB Provider Expectations
  - Class Cancellation Policy
  - FAQs
- General Accident Procedures

# Excel Beyond the Bell Provider

## **Programming Expectations**

- Before the EBB program begins, EBB providers will provide Recreation and EBB staff their activity plan for the upcoming session.
- Recreation Specialists and EBB staff will be monitoring different classes. Please allow the EBB staff to conduct observations during activity time.
- Class description, site, minimum/maximum number of participants, date/time of class, location, and class fee are determined mutually by the contractor and Montgomery County Recreation or Montgomery County Collaboration Council.

## **Scheduling**

- Please start and end your classes on time. If you start late, you cannot run over on time.
- Providers must arrive 15 minutes before class starts and come to the designated program area to sign in.
- If you are unable to facilitate the class, a substitute must be found who has been fingerprinted by Recreation and cleared Recreation's security clearance. You must communicate to the Specialist at least two hours prior to the start time of the program any changes of instructor.

## **Badges**

- ID badges must be worn each day. Providers will receive badges during the first week of the program.
- Providers must sign in each day upon arrival to the site in the sign in book. Please check with the Site Coordinator for location.

## **Late Registrations**

- Registration can take place up to the start of the program. If the program has not reached full capacity, students can continue to register and be enrolled for available openings. Students can be placed on a wait list.

## School space

- Room space will be reserved prior to the start of the program by the Recreation Specialist. If you require any specific room space please communicate with the appropriate Recreation Specialist.
- Room space is to be kept clean each day. Please take time out to ensure the space you are using is put back the same way you found it prior to the start of the program.
- Do not use the items or materials in the classroom. If an item breaks in the classroom, please report it to the Site Coordinator right away.
- Storage space is extremely limited. EBB cannot store providers' supplies. Providers are expected to bring all class materials with them each day.
- We are not responsible for any missing items. If something is lost or stolen, please communicate with the Site Coordinator immediately.

## Background Screening

### Fingerprinting:

- All providers must be fingerprinted prior to the start of the program. You cannot work until the Recreation Specialist has been notified that your fingerprints have cleared by the Criminal Justice Information System.
- Fingerprinting costs \$30.00. Checks made to Montgomery County, MD.
- All EBB providers and staff MUST take the MCPS Child Abuse and Neglect online tutorial. You must send your certificate to your Recreation Specialist before the program begins.

<https://www.montgomeryschoolsmd.org/childabuseandneglect/>

## Cancellation Policy

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. EBB providers funded by Recreation will only be paid for their time with the students. Recreation funded EBB classes are not paid for “snow” days.
- Classes and programs will NOT meet when public schools are closed for the holidays.
- When MCPS are closed all day due to inclement weather or civil emergency, ALL countywide Recreation Department and community center activities, games, practices and classes are cancelled, regardless of location. This includes EBB after school programs.

**\*\*Please sign up for Alert Montgomery for all emergency and weather related closures\*\***

[www.montgomerycountymd.gov/oemhs/alertmontgomery](http://www.montgomerycountymd.gov/oemhs/alertmontgomery)



## **EBB Middle Cancellation Policies**

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 ten.

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.

### **Class Lists**

- Class list will be emailed to providers each week with an updated roster. If you have any questions about your class list please communicate with the EBB Site Coordinator.

### **Course Attendance Sheets**

- Course attendance sheets will be given to you each day. Attendance must be filled out accurately with a P marked for present and A marked for absent.
- An EBB Staff member will pick up your attendance each day. Questions, please ask an EBB staff member immediately.

### **Canceled Classes**

- If there are less than (10) students attending on average after week 3 of the program, the class is subject to cancellation. Recreation Specialists will communicate with you about the low attendance to discuss what the best possible options are.
- If a class is cancelled due to low enrollment, EBB staff will call participants and encourage them to sign up for another class.

## Excel Beyond the Bell Program- Provider Frequently Asked Questions

*\*What if an accident occurs during the program I am providing?*

If an accident (injury)/incident occurs in one of your classes, please notify the Site Coordinator immediately. You will be asked to fill out an incident/accident form with the Site Coordinator that day.

*\*How do I ensure I am properly paid for services provided?*

Providers 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.

Invoices should be submitted **monthly** to [Rec.Payable@montgomerycountymd.gov](mailto:Rec.Payable@montgomerycountymd.gov) and your Recreation Specialist. Be sure your invoice includes a unique invoice number, is dated no later than the last day of the month for which services are being billed, list programs provided with dates, includes an original signature and date. *For providers funded through the Collaboration Council, please refer to your contract guidelines.*

*\*How should participant behaviors be managed?*

Group and behavior management techniques reviewed in this handbook should be used by all EBB instructors. Providers should ensure specific program expectations are shared with participants at the beginning of the program and frequently reminded throughout the program. The best motivations for encouraging positive behavior are modeling appropriate conduct, praising positive behavior and consistently enforcing program rules.

In the event that additional support is required for participant behavior, please notify EBB staff immediately. EBB staff will follow and enforce all EBB behavior management policies and consequences with participants. Consistent violations of the EBB code of conduct can result in participant removal from your activity.

*\*What are the steps to be fully cleared through the background screening with Montgomery County Recreation?*

In order for instructors to be allowed into the EBB program they must complete the following steps:

1. Complete fingerprint background screening with Montgomery County Recreation
2. Complete the MCPS online training for Child Abuse & Neglect and provide certificate number to Recreation Specialist
3. Receive notice from Recreation Specialist that CJIS (Criminal Justice Information Systems) has provided clearance and they are able to begin instruction.

*\*What happens if there is a complaint regarding my program?*

Contact the Site Coordinator immediately if you receive any complaints or concerns during your program. In the event that EBB is notified of concerns regarding your instructors or program, the Recreation Specialist will contact you to discuss and determine next steps.

## **General Accident Procedures**

- 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 and provide a copy for the school within 24 hours of the incident.***

# Section 7:

## EBB Staff

- BB Staff Job Description
  - General Employment Policies & expectations
  - Efforts to Outcomes (ETO) Process for site Coordinators and Rec Specialist
- General Health Practices & Procedures
  - Handling Injuries
- Handling Complaints

# 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 elementary and/or middle school students
- Self-motivated individual passionate about youth (grades 2 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

## **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.

## Efforts to Outcomes (ETO) Process for EBB Middle School Site Coordinators and Rec Specialists

### Registration

1. Complete and accurate registration forms with signed parent consent and MCPS IDs;
2. Accurate recording of registration information in ETO: enrolled in right site, correct start date, and demographics entered correctly;
3. Scan documents to MCR YD S drive;
4. Copies of forms will be made available for MCPS OSA. Site coordinators and Recreation Specialists will match the consent recorded in ETO;
5. Timely updates to activity rosters in ETO so accurate information is shared with providers regarding students,

### Attendance

1. Attendance information must be entered in ETO accurately and routinely. Once a student is removed from a roster it is very difficult to go back and enter historical attendance.
2. Attendance data should be checked routinely to make sure dates are not missing, dates are accurate, and all students are accounted for.
3. Attendance should be taken with a **P** for Present and **A** for Absent. Students who are not listed on the attendance sheet should be written in at the bottom.
4. Attendance should be entered in daily and by the end of each week all attendance should be entered into ETO.  
\*\* Please remember to edit attendance if students show up late to the program. We want to make sure we account for those students and have accurate counts each day.



## **Health Information**

### **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 etcetera 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

## 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.

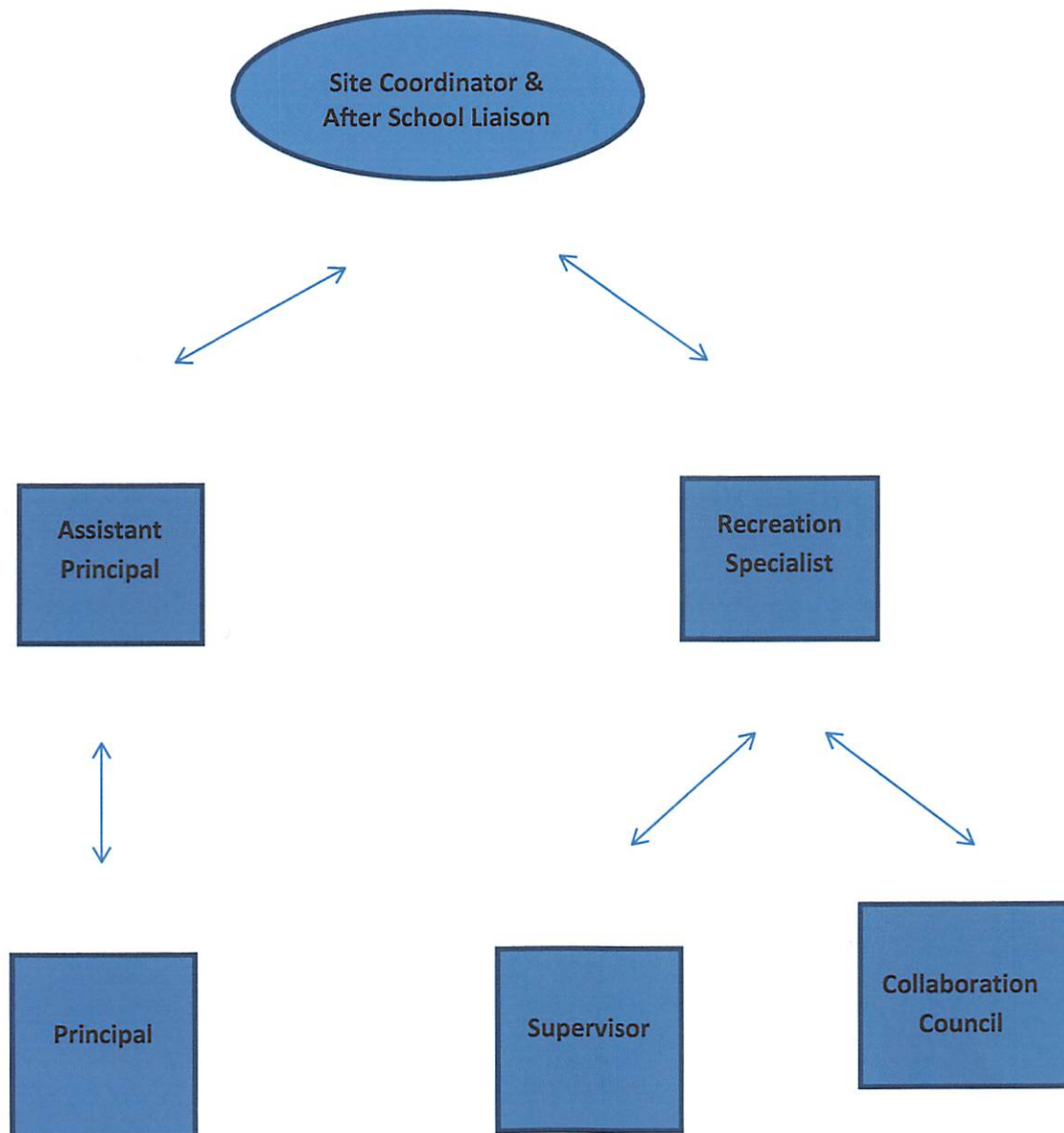
If a parent or a student complains about the program, take the time to listen and follow the below guidelines:

- 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 .***

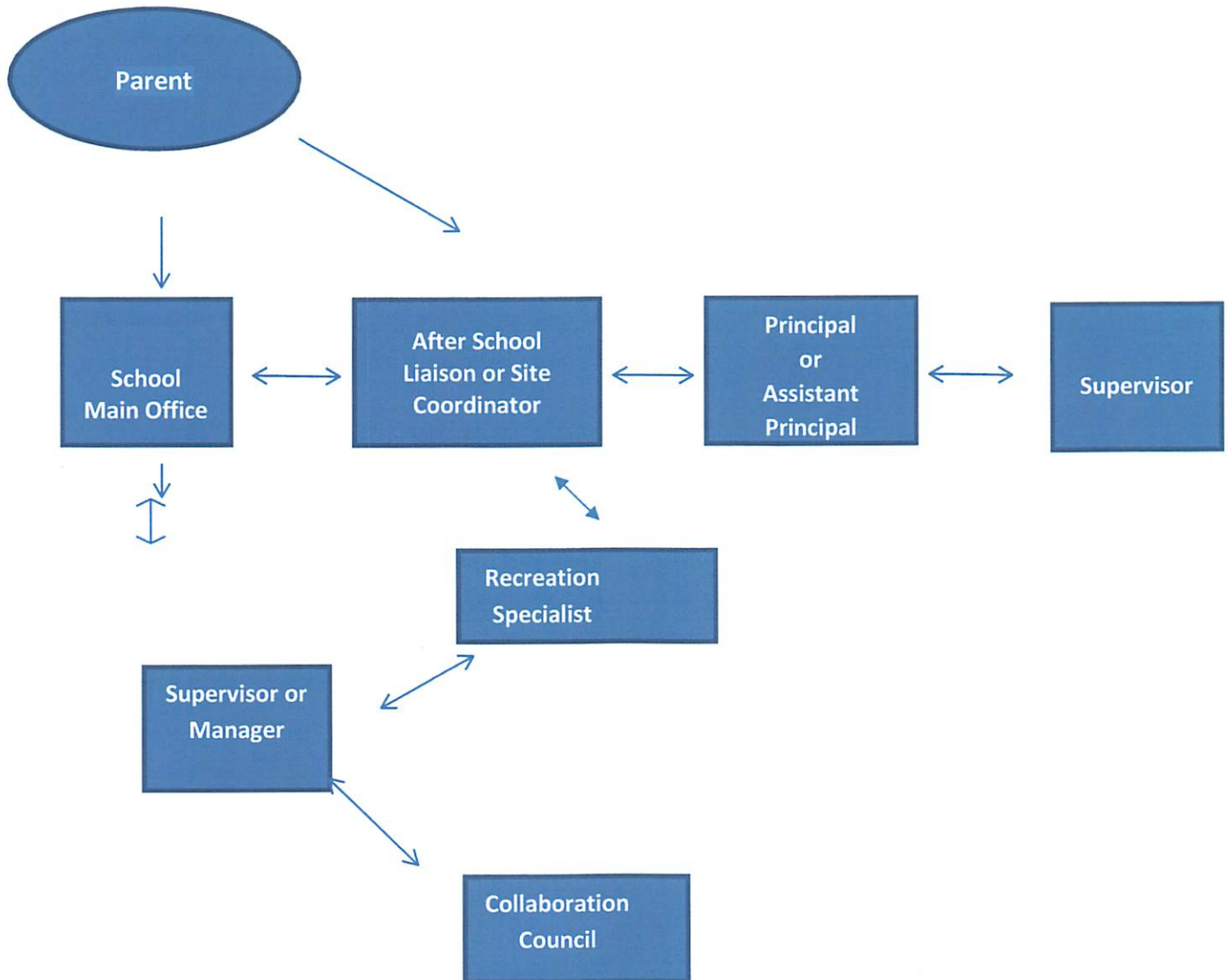
## Managing General Complaints

- 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.



## Handling Injuries

### **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 and provide a copy for the school within 24hours of the incident.***

## Precautions regarding Blood-Bourne 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. The Recreation Specialist will get all of the necessary information to report it to Corvel.
- 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 8:

## Forms

- Behavior Management Worksheet
- How to Report Injury – Employee
- Accident Report – Employee/Volunteer
- Essential Program Contact Information
- Incident Form – Nonmedical
- Injuries/Illness Report - Participant
- Medical Cheat Sheet
- Property Damage Report Form
- General Volunteer Registration Form
- EBB Authorization for Medication Form
- Field Trip Permission Form
- School Site Agreements
- On-site and off-site Emergency plan
- EBB Activity Plan
- Participant Code of Conduct
- Timesheet
- Invoice template for EBB providers

# 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., fighting, yelling)            | <input type="checkbox"/> property damage                 |
| <input type="checkbox"/> nonparticipation (e.g., refusal, apathetic)     | <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., always alone)          | <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., friendship problems) | <input type="checkbox"/> poor motor skills               |
| <input type="checkbox"/> substance abuse (e.g., drug, alcohol)           | <input type="checkbox"/> inappropriate use of cell phone |
| <input type="checkbox"/> suicidal tendencies (e.g., comments, attempts)  | <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 (for young child)  |
| <input type="checkbox"/> re-establishing behavior rules and consequences | <input type="checkbox"/> suspension (temporary)      |
| <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 checked="" type="checkbox"/> Behavior continued          |
| <input type="checkbox"/> behavior stopped but was replaced by another | <input checked="" type="checkbox"/> Behavior stopped completely |
| <input type="checkbox"/> other: _____                                 | <input checked="" 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 checked="" type="checkbox"/> Goes home   |
| <input type="checkbox"/> can't resume activity without problems             | <input checked="" type="checkbox"/> Will not calm down  |
| <input type="checkbox"/> remains angry/is a problem for the rest of the day | <input checked="" 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 checked="" type="checkbox"/> Add more structure to program     |
| <input type="checkbox"/> try specific behavior management technique(s)       | <input checked="" type="checkbox"/> Have conference with child/parent |
| <input type="checkbox"/> have conference with individual and supervisor      | <input checked="" type="checkbox"/> Try new communication methods     |
| <input type="checkbox"/> assign a companion through the TR Team              | <input checked="" 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.

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**

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

Montgomery County Excel Beyond the Bell  
**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)*

<input type="checkbox"/>	Minor Injury or Illness
<input type="checkbox"/>	Major injury or

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 <input type="checkbox"/>	Visit to Physician <input type="checkbox"/>	Emergency Room <input type="checkbox"/>	Hospital Stay <input type="checkbox"/>
--	---	---	--

Witnesses: Name: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Site Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Administrative Review (Initials): \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Follow-Up Information: \_\_\_\_\_

## 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

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, comparable 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 consistent with Article 20-37 of the Montgomery County Code and with The Maryland Local Government Tort Claims Act. 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: \_\_\_\_\_ \*Date of Birth \_\_\_\_\_  
Street Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email address \_\_\_\_\_ Primary Phone: \_\_\_\_\_  
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 the volunteer information is entered in the Risk Management Volunteer Registration System (RMVRS)**

Keep completed form with ORIGINAL SIGNATURES in accordance with Departmental Records requirements

Direct any questions 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.

**Montgomery County Recreation  
2018 – 2019 Excel Beyond the Bell  
Participant Code of Conduct**

Montgomery County Recreation and the Excel Beyond the Bell program is dedicated to providing outstanding afterschool programs for the youth of Montgomery County. To achieve this goal, we place value on youth by offering exciting program experiences with an emphasis on safety, convenience and enrichment.

Participants are expected to behave appropriately and promote a safe, fun and healthy environment through productive participation. The staff will use a positive approach to discipline and will seek parental support to resolve behavior issues and to encourage positive behavior. The purpose of this agreement is to assure understanding and compliance with the rules and behavior expectations of Montgomery County Recreation Excel Beyond the Bell Programs. Participants who remain disruptive after consultation with the parents may be dismissed from the program.

Please review the Code of Conduct with your child so that he/she fully understands the expectations.

**Rules for Play**

- Be a good listener.
- Be a good sport.
- Know and follow the rules of the program.
- Be attentive and follow instructions.
- Be friendly and respectful, treat others with courtesy and consideration.
- Communicate in an appropriate manner.
- Be open to making new friends.
- Use program equipment, supplies, and facilities properly.
- Respect the property of others.
- Leave valuables at home (i.e. cameras, cell phones, iPods, headphones...)

**What Is Not Acceptable**

- Failure to cooperate with staff and activity instructors
- Verbal or written threats
- Swearing or abusive language
- Bodily harm to self or others
- Physical violence, fighting, and/or bullying
- Sexual harassment or misconduct
- Vandalism, theft of equipment or damaging government property
- Consumption, possession, or distribution of drugs or alcohol
- Possession of weapons of any kind



Consequences shall be related to behavior, respectful, reasonable, and administered relative to the degree of inappropriate behavior and may include:

**Level 1:** Verbal Counseling or warning for participant(s) and inform parent(s) during afternoon/evening pick up, and ask for suggestions and support

**Level 2:** Notify parent(s), loss of privileges, establish a Behavior Agreement, send participant(s) home for the remainder of the day if needed

**Level 3:** Suspension from the Excel Beyond the Bell program (time and duration may be dependent on severity of incident)

**Level 4:** Expulsion from Excel Beyond the Bell program

Note:

- Parent or authorized adult must pick up child within one hour of being notified.
- Readmission may require meeting with site director or program supervisor.

I understand that my participation in the program is dependent upon my appropriate behavior and any additional expectations described above. I understand that a violation of this agreement shall result in disciplinary action that may include removal from the program.

Participant's Name \_\_\_\_\_ Parent's Name \_\_\_\_\_

\_\_\_\_\_  
Parent signature Best Contact # Date

\_\_\_\_\_  
Participant signature Date

*(Please read and follow all instructions carefully.)*

## **Medication Procedures**

- If it is necessary for a child or teen under the age of 18 to take over-the-counter or prescribed medication during program hours, this authorization for medication form must be completed in full by the physician and signed by the parent or guardian.
- The child or teen 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 program director along with this form, unless the child or teen is authorized by the parent and physician to carry the medication and the form.
- All medications must be brought to the program in the original pharmaceutical container and labeled with the child or teen's name, medication dosage and schedule. If the child or teen is a non-reader, his/her picture or an identifiable sticker must be attached.
- 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 department will destroy the unclaimed medication.
- All measuring utensils used for administering medications must be labeled with the child or teen'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 authorization form whenever there is a change in the dosage or medication.
- The department will not knowingly allow anyone to take either prescription or over-the-counter medication during program hours without a completed authorization form on site.

## **On-site Procedures**

- The program director 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 child or teen's parent and physician for the child or teen to carry the medication during program hours.
- Department personnel are not health professionals with training in medication administration. Therefore the program director will oversee the child or teen as he/she self-administers the medication. **The parent must train the child or teen to identify his/her medication container and the dosage amount to be taken.** The program director will ensure that the medication is taken at the designated time(s) and that it is administered correctly by the child or teen.
- Exceptions to this procedure are as follows: Program directors 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 child or teen exhibits any symptoms.
- Department personnel 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.

Authorization for Medication for: \_\_\_\_\_  
(name of child or teen)

**1. Participant Information****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 \_\_\_\_\_

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 Child or Teen to Carry and Self-Administer Medication**

The above named child or teen may carry this medication with him/her during recreation 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: \_\_\_\_\_



Authorization for Medication for: \_\_\_\_\_  
(name of child or teen)**2. Parent Authorization for Medication****Authorization for Medication**

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 Recreation Department 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.

Place picture of your child here to ensure positive identification.  
(optional)

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

Parent Signature: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Recreation Department Authorized Personnel**

- 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 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: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Montgomery County Recreation



## Event Registration & Transportation Authorization Form

I authorize my child to attend the following trip:

<b>Event Name:</b>	<b>Location:</b>	<b>Activity Code:</b>
--------------------	------------------	-----------------------

Transportation by County Van and/or MCPS Bus will be provided by Montgomery County Recreation. Transportation will depart from and return to designated MCPS and/or Montgomery County Recreation locations.

Please return this completed & signed form to Montgomery County Recreation staff.

### YOUTH INFORMATION

<b>Youth First Name:</b>	<b>Youth Last Name:</b>	<b>Youth Birthdate:</b>	<b>Youth Sex &amp; Ethnicity:</b>
<b>Youth Phone Number:</b>	<b>Youth School &amp; Grade:</b>	<b>Youth Email:</b>	

### PARENT/GUARDIAN INFORMATION

<b>Parent First Name:</b>	<b>Parent Last Name:</b>	<b>Parent Birthdate:</b>	<b>Parent Email:</b>	
<b>Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Home Phone #:</b>	<b>Work Phone #:</b>		<b>Cell Phone #:</b>	

### AUTHORIZATION

The participant assumes all risks associated with participation in the program; the County assumes no liability for injury or damages arising from participation in the program. Due to the strenuous nature of some activities, the County encourages each participant to consult his or her physician concerning fitness to participate in the program. The participant consents to emergency treatment. The participant also consents to the County's use of photographs taken or videotapes made of the program. If the participant is a minor, the parent or guardian approves his or her participation in the program. Neither the instructor nor any of the staff are responsible for participants, prior to or after the scheduled program.

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Montgomery County Public Schools  
Excel Beyond the Bell (EBB) – Middle School  
Site Agreement and Check List FY19*

➤ **Sessions and Hours**

- During School Year 2018-2019, EBB sessions will be held as follows:
- Session I:
  - Session I - 10/1/2018-12/20/2018
    - No EBB from 1/2/19– 1/28/2019
  - Session II - 1/29/2019-5/16/2019
- Days & Hours of Operation: Monday thru Thursday, 3:00 p.m. to 5:45 p.m. (buses leave)
- 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 and school functions such as Back to School Night, special events, 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 email notice of any changes that will impact program space to EBB site staff and Recreation Specialist no later than 72 hours in advance, along with alternatives to assure continued operation of the program.
- Unless there is an emergency (weather, community based), administrators will not cancel EBB after school programs once the session begins.
- In addition to activity buses, MCPS will provide up to TWO additional 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 5:30 p.m., allowing students to board buses for departure at 5:45 p.m.
- **Afterschool liaison (ASL)** and afterschool program providers agree that the care of ALL students is the responsibility of all staff, and a staff leader from each afterschool program offered each day will be available to assist with supervision at mealtimes, dismissal time and any time students are not in their programs.
- Prior to the beginning of both EBB sessions, school administrators will arrange a meeting with coaches and other afterschool program leaders to discuss student supervision, meal distribution and bus dismissal prior to the start of after school activities and programs.
- **EBB staff, the Afterschool liaison** and the sponsors/staff for each after school program or club will supervise the distribution of meals immediately after school dismissal.
- **Afterschool liaison and EBB staff** will coordinate snack distribution provided to all students.
- 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 and/or designated EBB staff must examine each program space at the end of each EBB day to ensure the space is restored to its original state

**Montgomery County Public Schools**  
**Excel Beyond the Bell (EBB) – Elementary School**  
**Site Agreement and Check List FY19**

➤ **Sessions and Hours**

- During School Year 2018-2019, EBB sessions will be held as follows:
  - Session I - 10/1/2018-12/21/2018
  - Session II - 1/2/2019-3/29/2019
  - Session III – 4/1/2019-6/7/2019
- Days & Hours of Operation: Monday thru Thursday/Friday, 3:25/3:55 p.m. to 6:00/6:15 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 and school functions such as Back to School Night, special events, 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 email notice of any changes that will impact program space to EBB site staff and Recreation Specialist no later than 72 hours in advance, along with alternatives to assure continued operation of the program.
- Unless there is an emergency (weather, community based), administrators will not cancel EBB after school programs once the session begins.
- In addition to activity buses, MCPS will provide up to TWO additional 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 5:30 p.m., allowing students to board buses for departure at 5:45 p.m.
- **Afterschool liaison (ASL)** and afterschool program providers agree that the care of ALL students is the responsibility of all staff, and a staff leader from each afterschool program offered each day will be available to assist with supervision at mealtimes, dismissal time and any time students are not in their programs.
- Prior to the beginning of both EBB sessions, school administrators will arrange a meeting with coaches and other afterschool program leaders to discuss student supervision, meal distribution and bus dismissal prior to the start of after school activities and programs.
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- **Afterschool liaison and EBB staff** will coordinate snack distribution provided to all students.
- 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 and/or designated EBB staff 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 advisory committee, along with other afterschool liaisons, which will guide EBB afterschool programming operations, and meet

at least two-three times per year. The site advisory committee will establish a meeting schedule, assure parental and student participation where possible and prepare and distribute meeting notes identifying action items to the Executive Committee.

- In an emergency, Recreation staff may be asked to remain after the EBB program ends at 5:45 PM.
- 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. Partners agree not to use EBB participation as a reward or punishment.

**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:** \_\_\_\_\_

**Site Coordinator (or designee):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Recreation Supervisor (or designee):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Partnerships and Communications:**

- School administrators and/or designees agree to establish, coordinate and participate in the school site advisory committee, along with other afterschool liaisons, which will guide EBB afterschool programming operations, and meet at least two-three times per year. The site advisory committee will establish a meeting schedule, assure parental and student participation where possible and prepare and distribute meeting notes identifying action items to the Executive Committee.
- In an emergency, Recreation staff may be asked to remain after the EBB program ends at 5:45 PM.
- 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. Partners agree not to use EBB participation as a reward or punishment.

**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:** \_\_\_\_\_

**Site Coordinator (or designee):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Recreation Supervisor (or designee):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

# ONSITE EMERGENCY PLAN

Program: \_\_\_\_\_

**AS PROGRAM DIRECTOR** (or their designee), **ENSURE THIS FORM IS:**

- Completed and POSTED ONSITE preferably near the telephone.
- Used for all onsite emergencies.
- Familiar to all program staff and they understand their role(s).

**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 9-1-1 (9 9-1-1) and give the following information:

- Caller's name  
\_\_\_\_\_
- Program name and address  
\_\_\_\_\_  
\_\_\_\_\_
- Major cross street  
\_\_\_\_\_
- Telephone number from which the call is being made  
\_\_\_\_\_

**Step #2** \_\_\_\_\_ will waive the emergency flag to quickly gather all other individuals away from the emergency and call roll using the daily sign in sheet.

**Step #3** \_\_\_\_\_ will notify the individual's parents and inquire about contacting the family physician.

**Step #4** \_\_\_\_\_ will contact the supervisor at \_\_\_\_\_.

**Step #5** \_\_\_\_\_ will provide individual's **PROFILE/HEALTH FORMS** and all medical forms, as applicable, to emergency personnel upon their arrival. Upon arrival of the emergency personnel, immediately turn the situation over to them.

**Step #6** If a trip to the hospital is necessary, \_\_\_\_\_ will escort the 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 ambulance, they should go to the hospital and wait for the parents.

**Step #7** \_\_\_\_\_ will make the second call to the parents giving them the name of the hospital in which their child/teen has been transported.

**Step #8** \_\_\_\_\_ will complete the **INJURY/ILLNESS REPORT FORM** and submit to the supervisor. A copy is attached to the individual's **PROFILE/HEALTH FORMS** and the incident documented in the **HEALTH LOG**.

# STAFF PHONE LIST

**DIRECTOR'S NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**ASSISTANT DIRECTOR'S NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**ADMINISTRATIVE/PROGRAM ASSISTANT'S NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**1. STAFF NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**2. STAFF NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**3. STAFF NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**4. STAFF NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**5. STAFF NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**6. STAFF NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**7. STAFF NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**8. STAFF NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**Recreation Specialist** \_\_\_\_\_

**Recreation Supervisor** \_\_\_\_\_



# FIELD TRIP EMERGENCY PLAN

Program: \_\_\_\_\_

**THE PROGRAM DIRECTOR** (or their designee), **ENSURE THIS FORM IS:**

- Completed and filed in the FIELD TRIP SAFETY PLAN section of the ONSITE and COMAR manuals, prior to, and following all field trips.
- Taken on all field trips and a copy left on the program site.
- Used for all emergencies while traveling to or from all field trips and while at the field trip destination (except for pool and amusement/water park trips).
- Familiar to all program staff and they understand their particular roles.

**Step #1** In the event of an emergency or life/death situation, do not panic. Call to the scene:

3. First Aid/CPR certified staff: \_\_\_\_\_
4. These staff will instruct \_\_\_\_\_ to call 9-1-1 (9 9-1-1) and give the following information:

- Caller's name  
\_\_\_\_\_
- Program name and address  
\_\_\_\_\_  
\_\_\_\_\_
- Major cross street  
\_\_\_\_\_
- Telephone number from which the call is being made  
\_\_\_\_\_

**Step #2** \_\_\_\_\_ will waive the emergency flag to quickly gather all other individuals away from the emergency and call roll.

**Step #3** \_\_\_\_\_ will notify the individual's parents and inquire about contacting the family physician.

**Step #4** \_\_\_\_\_ will contact the supervisor at \_\_\_\_\_.

**Step #5** \_\_\_\_\_ will provide individual's **PROFILE/HEALTH FORMS** and all medical forms, as applicable, to emergency personnel upon their arrival. Upon arrival of the emergency personnel, immediately turn the situation over to them

**Step #6** If a trip to the hospital is necessary, \_\_\_\_\_ will escort the 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 ambulance, they should go to the hospital and wait for the parents to arrive.

**Step #7** \_\_\_\_\_ will make the second call to the parents giving them the name of the hospital in which their child/teen has been transported.

**Step #8** \_\_\_\_\_ will complete the **INJURY/ILLNESS REPORT FORM** and submit copy to the supervisor. A copy will be attached to the individual's **PROFILE/HEALTH FORMS** and the incident documented in the **HEALTH LOG**.

**STAFF PHONE LIST**

**DIRECTOR'S NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**ASSISTANT DIRECTOR'S NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**ADMINISTRATIVE ASSISTANT'S NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**1. STAFF NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**2. STAFF NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**3. STAFF NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**4. STAFF NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMERGENCY #** \_\_\_\_\_

**TRIP ITINERARY**

**FIELD TRIP DESTINATION** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DESTINATION PHONE #** \_\_\_\_\_ **DESTINATION ADDRESS** \_\_\_\_\_

**DIRECTIONS/ROUTE TO DESTINATION** \_\_\_\_\_

**DEPART PROGRAM SITE TIME** \_\_\_\_\_ **ARRIVE @ DESTINATION TIME** \_\_\_\_\_

**DEPART DESTINATION TIME** \_\_\_\_\_ **ARRIVE @ PROGRAM SITE TIME** \_\_\_\_\_

**Excel Beyond the Bell's Elementary  
2018-2019 Afterschool Program Plan -  
FALL (Please submit one per program)**

**Important Program Information:** Afterschool sessions will be held as follows:

- Fall Session: October 1, 2018 – December 21, 2018 (10 wks)

Providers are expected to program for 45 minute classes for the total # of weeks per session contracted. Please note session schedule may be adjusted due to school closures, holidays, or other emergencies impacting program days.

**Legal Name (or organization name):**

**Address:**

**Phone Number:**

**Vendor Supplier Number:**

**E-mail address:**

**Program/Course Title:**

**Description of Course: (Please describe as if for publication)**

**Learning Objectives and Measurable Goals:**

**How will outcomes be measured?**

**How will you incorporate literacy and character building into your curriculum?**

**Montgomery County Recreation**  
**2018 Programs**  
**Participant Code of Conduct**

Montgomery County Recreation is dedicated to providing outstanding summer programs for the youth of Montgomery County. To achieve this goal, we place value on youth by offering exciting program experiences with an emphasis on safety, convenience and affordability.

Participants are expected to behave appropriately and promote a safe, fun and healthy environment through productive participation. The staff will use a positive approach to discipline and will seek parental support to resolve behavior issues and to encourage positive behavior. The purpose of this agreement is to assure understanding and compliance with the rules and behavior expectations of MCR Summer Programs. Participants who remain disruptive after consultation with the parents may be dismissed from the program.

Please review the Code of Conduct with your child so that he/she fully understands the expectations.

#### Rules for Play

- Be a good listener.
- Be a good sport.
- Know and follow the rules of the program.
- Be attentive and follow instructions.
- Be friendly and respectful, treat others with courtesy and consideration.
- Communicate in an appropriate manner.
- Be open to making new friends.
- Use program equipment, supplies, and facilities properly.
- Respect the property of others.
- Leave valuables at home (i.e. cameras, cell phones, iPods, headphones...)

#### What Is Not Acceptable

- Failure to cooperate with staff and activity leaders
- Verbal or written threats
- Swearing or abusive language
- Bodily harm to self or others
- Physical violence, fighting, and/or bullying
- Sexual harassment or misconduct
- Vandalism, theft of equipment or damaging government property
- Consumption, possession, or distribution of drugs or alcohol
- Possession of weapons of any kind







\*SAMPLE\*

# INVOICE FOR CONTRACTED SERVICES RENDERED

**Invoice from:**

Marhonda Williams  
3950 Ferrara Drive  
Silver Spring, MD 20906  
240-777-6967

**Bill to:**

Montgomery County Recreation  
C/O Youth Development  
4010 Randolph Road  
Silver Spring, Maryland 20902

**Notes:**

Harmony Hills EBB Afterschool Academic Instruction.  
  
Recreation Specialist- Janet Dixon

**Invoice date:**

**Contract No:**

N/A

**Invoice No:**

**Purchase Order No:**

1082469

**Line No:**

N/A

**Total Amount:**

**Project description:**

Enter description of services rendered and list all dates of services here per location

Homework Help (Mondays)-

Arts & Crafts (Thursdays)-

Book Club (Wednesdays)-

Activity Name	Location	Total # of Hours	Rate	Cost
Homework Help	Harmony Hills		\$30	
Arts & Crafts	Harmony Hills		\$30	
Book Club	Harmony Hills		\$30	
<b>Total</b>				

**Terms and conditions:**

Payment will be processed within 30 business days and upon satisfactory completion of services rendered and receipt of accurate and signed invoice.

Signature:

Date:

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