



Duxbury Student Union

.....
connecting duxbury youth to the big world

Duxbury Student Union
Parent/Guardian Handbook
2019/2020

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Duxbury Student Union Mission Statement

The Duxbury Student Union Association (DSUA), founded in 2006, is committed to providing a safe, supervised location, in the center of the Duxbury Schools campus, serving the evolving needs of all Duxbury students and families. All programs and activities are designed to meet the social, physical, emotional, and academic needs of all users and fall into three distinct areas: Community Service, Special Events, and After School Programs.

The Duxbury Student Union (DSU) focuses on the whole child, welcoming all Duxbury students and families and providing enrichment through innovative and imaginative youth development programming that encourages Duxbury youth to think beyond themselves to positively impact each other, the community and the world.

DSU program participants, their families, teachers, school administrators, community leaders, Duxbury residents, DSU staff, as well as DSU alumni and Board of Directors, are all partners in this endeavor. We strive to provide an environment that fosters respect, kindness, philanthropy and leadership opportunities.

Our trained DSU staff of counselors and volunteer Board of Directors together work to offer youth participants opportunities for individual growth and accomplishment, and create a dynamic atmosphere for enrichment and learning about themselves and the world.

DSUA Non-Profit Status

The DSUA is a 501c3 non-profit organization, Tax ID # 20-0075397; all donations are 100% tax-deductible. Located in the historic Wright Building in the center of the school campus, the DSUA operates independently from the Town of Duxbury and the Duxbury Schools. All funding for the DSUA comes from community donors, grants, programs and event fees.

Fundraising

With no government funding, no public school funding and no town funding, our fundraising events are critical to keeping DSU in operation and continuing to provide unique programming to all Duxbury youth, not just those who participate in our After School Programs. Fees and other fundraising events like movie nights, game nights,



dances, and other special events help us create unique mission programs that connect Duxbury youth with opportunities to give back to the community.

We ask parents to think of DSU during open enrollment for United Way & Employee Giving Campaigns. Please consider writing in the Duxbury Student Union as one of your giving priorities. Simply provide the DSU tax ID # and funds will be directed to DSU. If your employer matches contributions, your gift to DSU could be doubled!

Think of giving in terms of what you could offer another family/child who might not otherwise have the means to do so.



Contact Information

The Duxbury Student Union

147 St. George Street

Duxbury, MA 02331

Phone: 781-934-2290

Email: admin@duxburystudentunion.org

Mailing Address: DSU, PO Box 1586, Duxbury MA 02331

www.duxburystudentunion.org



DSU Staff Directory

Executive Director

Sue Bradford
sbradford@duxburystudentunion.org

Assistant Director

Jess McDermott
jmcdermott@duxburystudentunion.org



Board of Directors

Sue Bradford, Executive Director

Jane Carroll

Kristina Barry

Laurel Deacon

Melissa Farrell

Tammy Friend

Erin Manganello

Gretchen O'Donnell



Introduction

All DSU programs and activities are designed to meet the social, physical, emotional, and academic needs of all users and fall into three distinct areas: Community Service, Special Events, and After School Programs. DSU endeavors to foster each participant's personal development so that alumni of DSU become thoughtful, lifelong learners and engaged, productive, passionate, compassionate, and responsible citizens of the community and the world.

We serve the needs of over 1,500 young people each year through our after school programs, community outreach programs, evening and weekend private events and enrichment classes. Youth are engaged and empowered to explore their passions through our unique programming including acting workshops, coffee houses where teens showcase musical talents, cooking classes and bake-offs, outreach programs where youth design their own fundraising initiatives, basketball and football "backyard" pick-up games, to name only a few. Weekends at DSU are filled with youth designed and directed dances and themed events. The youth bring their imaginations and DSU provides the platform and the adult guidance to develop core values such as trust, loyalty, teamwork, self-confidence and community involvement. Located in the center of the school campus, DSU has built a vibrant, excited, and connected youth community.

This *Handbook* along with the DSU web site is a primary source of information concerning the policies, procedures, and day-to-day operations of the Duxbury Student Union. *The Handbook* is the result of a collective effort on the part of the DSU, DSU Staff and Board of Directors, DSU parents and program participants. Regulations contained in *the Handbook* are designed to foster and preserve a positive, challenging, and creative environment at DSU. The information in these pages cannot cover every situation that may arise. The provisions in this *Handbook* are not to be considered irrevocable, contractual commitments between the DSU and its participants. Rather, they reflect the status of rules and procedures as currently practiced. *The Handbook* is not the sole statement and resource for all DSU policies, procedures, and regulations. The DSU reserves the right to change any regulation when appropriate and in service to the common goals of the DSU community.

Statement of Non-discrimination

The DSU does not discriminate based on gender, race, religion, sexual orientation, or nationality in the administration of its program policies.



The DSU Staff and Board of Directors are always available to respond to your questions, comments or concerns.

General Information

Department of Early Education and Care (EEC)

The Duxbury Student Union is licensed large group school age childcare facility under the authority of the Massachusetts Department of Early Education and Care, program number 8030897.

Parents may contact the EEC at any time to request for information regarding DSU's regulatory compliance history:

Ms. Mary McCarthy
Department of Early Education and Childcare
1 Washington Street, Suite 20, Taunton, MA 02780
Phone: 508-828-5025; Fax: 508-828-5235

Communication

The DSU communicates with participants, families and the community via general and individual email notices, phone calls, paper mailings, and through the DSU website. In the case of an emergency or organization wide alerts (school closing, power outages, program cancellations, DSU closings) the DSU uses the website and social media including Twitter, Facebook, and the DSU website.

DSU Newsletter

DSU issues a weekly newsletter to parents and community via Constant Contact email marketing. If you are not receiving these email newsletters, please sign up via the link at the bottom of any page of our website. This email typically contains important notifications and news about after school programs, volunteer/service opportunities and special events like early release camps and dances open to the entire community. If you do not receive our newsletters within 10 days of enrollment, check your junk mailbox and be sure to accept admin@duxburystudentunion.org as a valid email address.

Parent Notifications

DSU will notify parents as follows:



1. Immediately of any injury requiring any medical care beyond minor first aid or any emergency
2. At the end of the day following any minor first aid administered, in writing with 48 hours of any incident
3. Immediately of any allegation of abuse or neglect involving their children when in care of the program;
4. Prior to or as soon as possible following any change in educators;
5. Whenever special problems or significant developments arise;
6. Whenever a communicable disease or condition has been identified in the program;
7. In writing 7 days prior to the implementation of any change in program policy or procedures;
8. Prior to the use of any herbicides or pesticides

DSU Website

The DSU's website www.duxstudentunion.org is always the most reliable and updated source of information for parents and program participants. Dates that have changed, schedules, policies, special events, calendar information, announcements and DSU news are all posted and updated regularly.

Email communication

Parents should direct all general inquiries and information including scheduling changes, questions about programming, behavioral or social concerns to:

admin@duxburystudentunion.org : Sue Bradford, Jess McDermott

All other private or confidential messages should be directed to sbradford@duxburystudentunion.org or the specific staff member or board member involved.

Progress Reports

Formal progress reports are issued to parents once during each school year, typically three to four months into the program to update parents on the child's progress acclimating to the program.

Behavior Management

Students are afforded positive and consistent guidance based on their individual needs and development. Parents (and teachers with parent permission) are contacted many times throughout the year regarding both positive and negative interactions with other students, including behavioral, social, emotional, or academic concerns as they arise. Parent communication is highly valued at DSU. See DSU Code of Conduct for expectations.



Parent Conferences

The Executive Director and or other DSU staff are available for parent conferences upon request.

Student Phone Use and Contacting Students During DSU Programs

The DSU recommends all cell phone devices and other handheld electronics remain in backpacks throughout all DSU programs. The main phone located on the DSU front desk is always available to students and parents should they need to communicate. In the event of an emergency, parents should call the DSU front desk at 781-934-2290 and/or send an email to admin@duxburystudentunion.org for the fastest response during normal business hours.

Schedule Changes Due to Absence, Illness or Other

The DSU requires that all plans for pick-up or changes in schedules be communicated prior to the school day, or by 8am that day via admin@duxburystudentunion.org email.

Emergency Contact, Family Contact, and Medical Information

Families are required to provide DSU with accurate and current Emergency Contact Information, Family Contact Information, and Medical Information including address, telephone number, and preferred emergency contact information prior to the start of the school year. Also, if your child is on medication for any reason, please disclose on enrollment forms, note any potential side effects if applicable, and inform DSU should medication change throughout the year. Any change in this information must be communicated immediately to admin@duxburystudentunion.org and will be held in the strictest confidence. Students with chronic illnesses and/or allergies must provide the DSU an Individual Health Care Plan, to be signed by the parent/guardian as well as the student's physician. Should an EpiPen or any medication prescribed by a physician be required, the parent/guardian is responsible for supplying clearly labeled medication to DSU, intended only for use by their child. We urge families to be diligent in their attention to DSU requests for contact information. Contact information is used for disseminating important information, and to reach families for any reason. Because DSU uses multiple data systems for back up and ease of function, we thank you in advance for completing any duplicate requests for information.

Emergency Procedures and Safety Drills

In the event of emergency, students are evacuated to Fields 1 and 2 outside the DSU building. The DSU holds regular fire safety drills on a monthly basis with the assistance of the Duxbury Fire Department. Evacuation plans are posted at each exit throughout the building. Parents will be notified by appropriate means based on the emergency i.e. telephone calls, emails, and social media.

Transportation Plans for Grades 3 through 5 (Alden Age Students)



Students check in with DSU staff in the Alden Lobby and walk to DSU with staff members, maintaining a 13:1 ratio. Alden students are not permitted to leave the building or grounds unless under the supervision of a DSU staff member or otherwise authorized adult. Parents outline individual transportation plans for each student, which will be strictly upheld unless otherwise authorized, in writing, by a parent or guardian.

Transportation Plans for Grades 6 through 12 (Middle and High School)

Students in grades 6 through 12 must sign-in upon entry and exit at DSU. When signing out, student must note their destination. Families are encouraged to set expectations regarding movement around the school campus and beyond and establish a plan for communication with their child(ren).

Field Trips

In the rare event of an off-site field trip, a signed parental permission slip/liability waiver is required.

DMS/DHS Volunteers

All student volunteers must sign in/out upon entering/exiting the building and must have fully executed paperwork on file to participate. Please see our DMS/DHS leadership programs.

Hours of Operation

The DSU, located in the historic Wright Building at 147 St. George Street is open Monday through Friday from 1:30pm to 6:00pm daily with additional hours for camps, dances, special events, and special programming.

DSU Calendar

DSU program and event calendar can be found at www.duxburystudentunion.org . DSU follows the Duxbury Public Schools calendar, observing the same holidays, professional development days and early release. DSU is closed when Duxbury Schools are closed with the exception of advertised camps and special events.

School Closings, DSU Closing

In the event the schools close early due to weather or other reasons, DSU will close and there will be no After School Program that day.

Program Fees

Program fees are outlined in this document as part of each program's description. Program fees are calculated on an annual basis and additional fees may be required throughout the year for special events outside of the After School Program such as



half-day camp. *DSU Program fees and tuitions are non-refundable and enrollment in DSU after school programming is a year long commitment.*

Late Pick Up Fees

The Alden, CEO, and DHS/DMS Leadership Programs end promptly at 5pm daily, with exception of families who have signed up for a 6 pm pick up at the time of registration. There is a late pick up fee of \$10 after 5pm. Repeated late pick up with unpaid late fees may result in termination from the program.

Returned Check Fees

In the event a check is returned for any reason, there is a \$10 fee. We will redeposit the check once. If the check is returned a second time, we require payment in cash and an additional \$10 fee.

Mandated Reporter Statement

DSU Educators and staff are mandated reporters and must, by law, report suspected child abuse or neglect to the Dept. of Children and Families.

DSU Code of Conduct

The DSU Code of Conduct is presented to provide students and others in the DSU community with a clear understanding of DSU's expectations for participant conduct, demeanor, and actions while at DSU. All participants of DSU After School Programs as well as DSU Special Events are required to read and understand the DSU Code of Conduct.

The primary purpose of our coming together each day is to develop each student's character, personal interests, talents, and sense of self. Accordingly, the purpose of DSU's Code of Conduct is to foster and preserve a positive, creative, engaging, challenging, safe, and inclusive environment. The DSU community expects all of its members to conduct themselves according to a set of principles based on respect, responsibility, honesty, gratitude, humility and consideration of others in the community. The social culture at DSU is grounded largely in respect for one another, and good manners.

The following *DSU Code of Conduct* ensures safety and enjoyment for all participants.

DSU Program and Event Participant Rights

Duxbury Student Union values and supports every participant in our after school programs and special events. Every student, family, participant, staff members and



guest is expected to honor and respect every other person they come into contact within the DSU community, and to treat all others at all times with respect, good manners, and goodwill.

The DSU protects the right of all participants to:

- Take part in interesting programs and activities
- Be treated in a courteous, consistent and professional manner
- Be expressive and creative without judgment
- Be treated with dignity and respect by other participants
- Participate in a safe, supervised and clean environment

The following essential expectations are always in effect at DSU, and all other DSU rules arise from these expectations:

1. All youth must adhere to the DSU rules at all times.
2. Alden Participants must sign in with youth counselors and demonstrate calm/respectful behavior in the Alden Lobby (no opening backpacks, no electronics, no phones.) Transition to DSU must be orderly, no running, remain on sidewalks. All Alden participants will be supervised during the transition.
3. Alden Participants are released only to parent or authorized guardian at pick-up, unless other dismissal plan is provided in writing by parent. Person assigned to pick-up must enter the building and sign the student out.
4. DMS Participants must check-in upon arrival at DSU and checkout upon departure each day.
5. No abuse or mistreatment (verbal and/or physical) of DSU equipment, facilities, staff, other participants, visitors, and volunteers.
6. All youth must wear shirts, shoes and/or sneakers at all times; appropriate attire is expected at all youth functions; slippers or extra shoes are recommended during inclement weather.
7. No running, wrestling, gymnastics or horseplay inside/outside of facilities
8. Eating and drinking is allowed only on the main floor.
9. All rights of others must be respected.
10. No tobacco products allowed. Smoking, exchanging of tobacco or drugs are not permitted on property/facilities.
11. No inappropriate language, behavior, or excessive arguing
12. Electronics including iPods, iPads, computers, cell phones and other devices are best kept at home or in backpacks; all youth have access to house phone at any time
13. Deposit all litter into the containers provided. Recycle all glass, paper, and aluminum in the proper containers.



14. Respect the property of all participants. Theft will not be tolerated.

DSU staff has the right to rule on any area not specifically covered above.

Penalties for Infractions of the Code of Conduct

The Executive Director will contact the parent or guardian to implement a plan to avoid suspension or termination from the program; however, certain infractions may result in immediate dismissal from DSU After School Programs or Events. In the event a participant's enrollment is terminated, all program fees are forfeited and fulfillment of any outstanding program fees, i.e. installment payments will be collected.

Plan to Avoid Suspension or Termination

DSU has put in place a plan to avoid suspension and termination for any child who presents repeated challenging behavior that disrupts or interferes with the ability of other children and staff to enjoy a safe and serene environment as defined in the DSU Code of Conduct.

Should challenging behavior present, the Executive Director will contact the parent to discuss options other than suspension or termination:

1. Offer referrals to outside sources for evaluation, diagnostic or therapeutic services.
2. Consider pursuing options to provide supportive services to the program including consultation and educator training
3. Develop a plan for behavioral intervention at DSU.

In the event that after a good faith effort is put forth by DSU but parents are unwilling to collaborate with DSU to implement a behavioral management game plan, or work to rectify the situation, or, if a student continues to be disruptive to the detriment of other participants, the Executive Director has the right to suspend or terminate enrollment.

Incident Reports

Incidents and accidents are defined as any accident, illness, inappropriate behavior, or unusual event that occurs on the DSU site or during a programmed event sponsored by the DSU. DSU staff will complete an incident report for any and all incidents and accidents including those requiring conflict resolution between two or more students, minor first aid, bumps and bruises or physical complaints by students.

Executive Director will report and incidents or accidents to parents within 24 business hours, sooner as appropriate.



Referral Services

DSU will refer parents to appropriate social, mental health, educational and medical services, including but not limited to dental check-up, vision or hearing screening for their child, should the program staff feel that an assessment for such additional services would benefit the child.

DSU staff will inform the Executive Director of any concerns. The Executive Director will document the concern and further observe the child's behavior and review the child's record prior to making a referral.

The Executive Director will inform parents of any concerns by appropriate means depending on the urgency and level of concern, i.e. personal phone call, meeting, or email.

A list of referral services is available upon request at DSU.

Motor Vehicles and Parking

Parking is for patrons and users of the DSU and the Duxbury Rural and Historical Society. Traffic enters the parking lot from the Percy Walker Pool side and exits on the DSU Lane onto St. George Street. The DSU Lane is not a through way and should not be used for business other than picking up and dropping off students who attend DSU or other pertinent DSU business.

Parent Visits

Parents are welcome to visit the program unannounced at any time while their child is present. DSU values input and communication with parents.

Visitors to DSU

A visitor to DSU is defined as anyone other than DSU staff, DSU volunteers, and enrolled participants in DSU After School Programs, Camps or Special Events.

DSU welcomes visitors for special programs and appropriate social purposes. All visitors to DSU, including parents, must check-in with DSU staff upon entry to DSU. No visitor may enter DSU building without proper permission from DSU staff.

Duxbury Middle School and Duxbury High School Students who are not enrolled in DSU After School Programs are welcome and encouraged to visit DSU throughout the year to stop in, use the phone, buy a snack, or use the bathroom. These students must adhere to the same Code of Conduct as our students.

Students are also encouraged to participate in all programs as volunteer mentors,



leaders and tutors. Students are welcome to try the DSU After School Programs for free during specifically advertised Open House days or weeks. Students are encouraged to visit and try out the After School Programs when arranged with DSU Executive Director. Should a student make repeated visits, enjoy full access to DSU staff supervision, games, activities, space, etc., the student will be given an official request by the Executive Director to enroll in After School Programs including enrollment documents and payment of required access fees.

At pick up times, parents enter the building and sign out their child in person at the front desk. If parents arrive before 5pm they are welcome to stay and visit, enjoy a game of Ping Pong or have a conversation with staff or other adults at pick up time. Parents are encouraged to visit the lounge level Academic Center during homework hours to quietly observe students.

Every member of the DSU community is responsible for the welfare and safety of DSU and the safety of everyone at DSU. If you notice a stranger in the building who is not accompanied by a DSU Staff member or program participant, or if you notice anything else requiring attention, please notify DSU Staff immediately.

After School Program Check-in and Checkout Policy

Transportation to DSU from Alden: Alden Program Check-in

Alden Overtime students meet DSU staff in the Alden Cafeteria lobby at 2:00pm. Attendance is taken and students walk to DSU under the supervision of DSU Staff Members maintaining a 13:1 ratio at all times. Parents are expected to complete a "Transportation Plan" for each student, and notify DSU immediately when there is a change to a typical schedule.

Schedule Changes, Sickness and Absences

At DSU we understand that student after school schedules change throughout the school year with seasonal activities, doctor appointments and other commitments. If a student is absent from the school day, or will miss DSU due to sickness or a schedule change, parents are required to send an email to admin@duxburystudentunion.org no later than the morning of the change.

If a student does not check in as expected, DSU will treat the absence as a missing child, which requires contacting parents first. If parents confirm attendance is expected that day, school officials and bus drivers, and, if necessary, Duxbury Police are then contacted and search continues until the child is found. We respectfully ask parents to



communicate all changes in schedule as soon as they become aware of the change. Searches create anxiety, slow down check in procedures and ties up staff resources to the detriment of the entire group. DSU will do their best to accommodate all schedule changes where possible but cannot guarantee changing days of attendance due to seasonal sports or other activities. There are no refunds.

CEO Program

Students enrolled in the DSU CEO Program are expected to arrive promptly at 3:30pm to the DSU mid-level homework room promptly, prepared to begin the homework session unless they are at an extracurricular activity on campus. Staff is not responsible for finding Middle and High school students. Families determine rules and expectations around coming and going to and from DSU.

Middle School and High School Leadership Programs

All students enrolled in DSU Leadership Programs must be fully registered participants with appropriate paperwork on file in the DSU office. All students are expected to sign in at the front desk upon entering the building and sign out upon exiting DSU grounds with no exception.

After School Program Schedules and Descriptions

Alden Programming

The program for Alden Students is offered Monday through Friday 2pm to 5pm with an option to stay until 6pm.

2:00	Meet in Alden Cafeteria lobby and sign-in with DSU Staff. Line up for supervised walk to DSU
2:10	Arrive at DSU, leave backpacks in hallway, wash hands, grab light snack and drink
2:30 – 3:30*	Homework centers begin featuring staff assistance, study skills, enrichment and quiet reading time. <i>*Students are assigned to specific homework times ranging. Before or after homework depending on the assigned time, students choose from a variety of indoor/outdoor programs supervised by staff (arts/drama/cooking/sports/games).</i>
3:30 – 5:00	Choose from a variety of indoor/outdoor programs supervised by staff (arts/drama/cooking/sports/games).
5:00	Pick-up by parent or authorized adult (children may be picked up at any time during the afternoon, we appreciate advanced notice of an



	early pick up to ensure homework time is arranged)
5:00 – 6:00	Families may choose to enroll for this extra hour. Annual enrollment or drop-in options available.

Alden Students meet DSU counselors in the Alden Cafeteria Lobby at 2pm and transition to DSU as a group. Students enjoy a drink and a healthy snack, included in the program fee, followed by supervised daily themed group activities.

Students participate in a broad range of group activities such as outdoor games (volleyball, basketball, football, jump rope, scavenger hunts and wacky relays), indoor games (charades, board games, bingo, limbo, game room) crafts and cooking projects, holiday themed programs, outreach programs for the Duxbury Interfaith Council and fundraisers for organizations like the Jimmy Fund. In addition to after school activities, students in our after school program enjoy up to the minute updates on special events, parties and dances targeted in their age group.

Students enjoy structured daily homework time, learning and reinforcement of executive function study skills, opportunity to participate in academic enrichment such as spelling games, jeopardy trivia and access to online teacher websites, reference sites, Google Docs, EnVision Math, Spelling City, and other teacher recommended resources.

Alden Program Fees

Alden After School Program Fees 2018/2019 School Year

Offered daily, the program fee includes one drink and snack per day, enrichment programs and daily structured homework time throughout the school year. All DSU fees are non-refundable, year long commitments.

DSU offers a flexible 5-day, 3-day or 2-day option for Alden, as well as an option to stay until 6pm.

2018 – 2019 Annual Fees

Number of Days	2pm to 5pm	2pm to 6pm
2 Day	\$2,090	\$2,750
3 Day	\$2,860	\$3,740
5 Day	\$3,740	\$4,840

*Late pick up 5-6pm \$10 per day
with same day notification



DSU CEO Program

The CEO program is open to 6th, 7th & 8th graders and is offered exclusively as a 5-day program; Monday through Friday from 2:45pm to 5:00pm with an option to stay until 6pm. The program features a study skills curriculum directed by DSU Academic Counselor Staff with subject tutoring by National Honor Society volunteers.

The success of your student in the CEO program comes with consistency and reinforcement of study and organizational concepts. This is not a triage approach to grades, but rather a long-term commitment to executive function skill building. CEO students experience success with agenda management, long-range planning, and adopting a disciplined approach to study time. Students learn to take control and become more mindful of how they can balance academic responsibilities with extracurricular activities and social time. Families enjoy the evening family time and morning rituals without the anxiety of last minute homework and looming deadlines.

Students enrolled in the CEO Program walk to DSU independently and check-in at the front desk when they arrive. CEO students must also check out at the front desk when they leave. CEO Students are responsible for their behavior. Families should determine and enforce expectations around middle school students coming and going from DSU. [REDACTED]

Curriculum

The focus from 3:30 to 5pm daily is to complete homework with an emphasis on effective study skills, agenda management, time management and tracking long-term projects and assignments. We will start off the school year with activities focused on:

- Study area expectations and workspace set up
- Personal care, advocacy, awareness
- At home preparation for success
- Effective classroom habits
- Short term and long term planning
- General organization and study skills
- Beneficial use of technology



☒Students are asked to turn cell phones off during homework time. Students are expected to be calm, respectful to staff, to other students and to the learning environment at DSU.

Schedule

Between 2:45pm and 3:30pm CEO students may enjoy any supervised area of the DSU Wright Building, socialize, have a snack, participate in organized athletics and games inside and outside. Throughout the year students will be staying after school with teachers, going to the library to get a book, staying after for a music lesson. In any case, each family should determine a plan and reinforce expectations with their child.

At 3:30pm each day the expectation is that all CEO students will be in the DSU mid-level lounge ready to begin the homework session. It is the responsibility of the student to ensure he or she arrives on time, and prepared to work. Attendance will be taken at 3:30. Staff is not responsible for finding students.

At 5pm students are dismissed to parents or other authorized adult or location (i.e. walk to library, athletics.) A stay till 6pm option is available to parents needing extended coverage.

Program Fees

All DSU fees are non-refundable, and enrollment is a year-long commitment.

2018 – 2019 CEO Annual Fees

2018 – 2019 Fees	2:45pm to 5pm	2:45pm to 6pm
6th Grade CEO	\$2,719	\$3,172
7th Grade CEO	\$2,493	\$2,946
8th Grade CEO	\$2,243	\$2,697

*Late pick up 5-6pm \$10 per day
with same day notification

DMS Access Pass

The DSU Annual Access Pass is available to all 6th, 7th & 8th Graders and allows daily access, Monday – Friday from 2:45pm – 5pm. Students may choose to attend as often as they like during the week for a one time annual fee.



At 2:45pm DMS students walk independently to DSU and sign in at the front desk. From 2:45 to 5:00 enjoy time to blow off steam, participate in organized group activities, or get a head start on homework independently. The student is free to come and go, move about the school campus, or to athletic and academic engagements per parent authorization. Students must sign in upon entering DSU and sign out upon exit.

DMS Students must follow the DSU code of conduct. Inappropriate language and behavior are not tolerated.

Program Fees

DMS Access Pass Program Fees 2018-2019 school year listed below. All fees are non-refundable.

Grade 6 – 8
DMS All Access Pricing
2:45pm to 5pm
6th Grade \$499
7th Grade \$399
8th Grade \$299

Leadership Program

Offered for Middle and High School students in grades 7 through 12, Monday – Friday from 2:45pm – 5pm.

Students sign up for volunteer shifts which may include tutoring, mentoring, working in the Blender Café, brainstorming and designing special events, and basic skill sharing (music, art, athletics, academics.)

Leadership scholars are considered leaders amongst peers and teachers. An application must be submitted for consideration along with two references from teachers or community members (non-family).



We understand our student leaders are civic minded and high achieving in academics and extracurricular activities; busy schedules will not prevent students from participating. DSU will do it's best to accommodate seasonal obligations.

Program Fees

The Leadership Program fee for the 2018-2019 school year is fully funded through community donations and part of DSU's commitment to empower teens to give beyond themselves. Please download the application from the web site and submit to Executive Sue Bradford. Questions? Contact admin@duxburystudentunion.org.



After School Program Enrollment Procedures

Registration for the following school year is offered first to families and students currently enrolled in DSU After School Programs, and then to new families and students, during “Open Enrollment”. Registration for school year 2018/2019 takes place in late April/May timeframe.

Current families are invited to re-enroll for the upcoming year at the time we release our pricing and forms by submitting completed application forms along with a non-refundable deposit, to DSU prior to open enrollment to secure a spot in the program.

[Sign up for our e-newsletter](#) to get important program notifications and updates, including information and reminders about registration.

Questions about 2018/2019 the registration process? Please contact admin@duxburystudentunion.org

If your child has not been to DSU, consider one of our camp days on school professional days or special events during the year – it’s a great way to introduce your child to DSU in preparation for the upcoming school year. All camp days, movie nights and other special events are open to Chandler, Alden and DMS students. You do not have to be enrolled in DSU after school programs to participate.

Student Enrollment Forms

Registration for any of our after school programs is valid only with a complete enrollment forms, mandated by the state, along with payment in full or a 20% deposit.

Register and Pay By Check

Pay by check is only available for families who pay in full. Complete all required forms and submit along with your with your check payable to Duxbury Student Union.

Drop at DSU or mail your payment to Duxbury Student Union, PO Box 1586, Duxbury, MA 02331.

Register and Pay by Credit Card

Pay online through our web site, using our secure payment gateway. Registration is valid only with completed registration forms.

Registration Email Confirmation

All payments and/or payment plans completed via our web site are confirmed immediately by automated email. If you do not receive email confirmation, or experience trouble with your transaction, please contact admin@duxburystudentunion.org for assistance.



Transition to the Program for New Students/Open House

To ensure an ideal transition into DSU After School Programs, new students are invited to attend one of several DSU open house events (dates to be posted on our calendar). The open house is an opportunity to meet staff, participate in program orientation and tour the building. In the event a student joins the program midyear, a private tour during or after program hours and opportunity to meet staff will be arranged in advance of first day in the program.

In addition, DSU requests information about each child and family's interests and needs. Parents must share information about any other therapeutic, educational, social and support services received by the student.

Parents are encouraged to collaborate and share information about their child with DSU staff to ensure the smoothest transition into the program. DSU will provide additional information to families with Alden students transitioning to Middle School programs and work with individual students to ensure a comfortable transition.

Welcome Packet and Required Forms

A welcome email will be distributed in late August confirming enrollment, payment plans, if any, open house/visit dates and required forms (also found on our web site). It is the responsibility of parent/guardian to have all information submitted prior to the start of school. Students with missing documentation will not be permitted to start the program.



After School Program Payment Plans

Special payment options for DSU After School Programs are available through our website; service fees apply. All installment plans must be set up for automatic payments on our web site, or, provide proof of auto-payment plan through your bank or employer.

Entering into a payment plan for a DSU after school program is a full year non-refundable financial commitment.

- Pay in Full by Check
- Pay in Full Online (credit, debit or bank account)
- Pay deposit and pay balance in Ten Monthly Installments

Scholarships

We are excited to announce the Sandy Burdick Scholarship Fund created in 2014, to honor Sandy Burdick who has made significant impact on Duxbury youth as a long time DSU employee and family member, as well as the champion of our Jimmy Fund fundraising program and annual trip to the Jimmy Fund Scooper Bowl. Contact DSU Executive Director to inquire about partial scholarships that may be available for After School Programs and camps.



Additional Programs and Activities

Calendar and Schedule of Events

The most up to date calendar information can be found on the DSU web site. To learn about upcoming programs and special events, consult our web site or join the DSU Constant Contact Newsletter.

Volunteering, Mentoring, Leading at DSU: Adults and Youth

If you love to have fun with kids, consider volunteering to help create memorable events for Duxbury youth. DSU connects all community residents with opportunities where volunteers can share their time, talents, passions and skills. Volunteer opportunities all year long include: helping at the Blender Café, chaperone dances, share a skill or talent after school or during camp days. Join a committee and help plan one of our flagship fundraisers or community events including the annual adult fundraiser in March, our trip to the Jimmy Fund Scooper Bowl, the July 4th Parade Float, our annual summer community events, like Duxapalooza, and many more.

DSU encourages middle and high school students to fulfill community service hours at DSU by volunteering in any one of our leadership roles, mentoring and tutoring during homework time at DSU. Each summer NHS students and other DHS mathematicians volunteer in our Summer Math Packet tutoring sessions throughout August, helping Middle and High School students review concepts and correct their work.

Community Service Programs

The DSU fosters a culture of giving back almost every day and we are very fortunate that our youth and their families make giving back part of their family priorities too. The DSU encourages all students in the community give beyond themselves and to participate in our outreach programs helping many charitable organizations to further their cause. DSU believes that the regular practice of service to others is enriching, enlarging, and sustaining to those who participate, and we believe that the experiences and benefits that flow back to our participants will direct them toward a lifetime of goodwill to others. Participants will be led in service by the adult staff and parents of the DSU community, in ethic and participation.

Recent outreach programs have included (but not limited to):

- Duxbury Interfaith Council Thanksgiving Baskets – Brownie Throwdown
- Halloween Candy Give Back
- Pine Street Inn
- Jimmy Fund Bottle Drive/Scooper Bowl



Join the DSU email newsletter to find out about upcoming outreach programs. If you have ideas about ways for our youth to give of themselves, contact admin@duxburystudentunion.org.

Early Release and Professional Development Day Camps

The DSU offers camp days during most Early Release and Professional Development Days with fun themes age appropriate for a wide range of ages, Kindergarten and up. Participating in these special events is a great way for families to introduce younger children to the DSU before their transition to the main campus.

These programs are open to all Duxbury students. Students do not have to be enrolled in DSU After School Programs to participate. These camp days fill up quickly. To sign up for camp programs send an email to rsvp@duxburystudentunion.org. For first time DSU participants a DSU Camp Registration Form must be received in advance of the camp day and will be kept on file for future use during the same school year.

In partnership with the Percy Walker Pools, some camp days include swimming. Permission slips are distributed prior to specified camp days. Percy Walker Pool reserves the right to require younger swimmers to take a brief swim test prior to entering the pool without the use of a life jacket.

Join the DSU email newsletter to be notified of upcoming events appropriate for Chandler School aged students. A schedule of early release and professional development days can be found on the Duxbury Public Schools calendar: www.duxbury.k12.ma.us

DSU Coffee House Events

Coffee House events are designed and developed by DHS musicians with the guidance of DSU staff. Coffee Houses are open to High School age and above and offer a unique opportunity for talented young musicians and budding artists to showcase their talents with an audience of friends and family and develop a following in the community. Coffee House events are held two to four times each year. See the DSU calendar for the next Coffee House event scheduled.

Youth Dances at DSU

The DSU hosts highly engaging, age appropriate dances, in a safe and supervised atmosphere. All guests are expected to show respectful behavior to DSU staff and peers. All guests are expected to read and adhere to DSU's Code of Conduct. Failure to comply with DSU's Code of Conduct will result in removal from the event. The following expectations for guests and parents are in addition to rules specified in the DSU Code of Conduct.



Dress code

Guests are encouraged to dress to the theme. Just keep it appropriate, no bra tops or spandex shorts. If you would wear the outfit around Duxbury or to school, it's going to be great at DSU.

Backpacks

Backpacks go on the luggage racks. DSU reserves the right to do bag searches.

Respectful Behaviors

Please refrain from inappropriate and disrespectful acts on the dance floor.

Early departure/pick up

Guests who have checked-in at a dance may leave the event early, only if a parent or authorized adult comes inside the building to sign them out. Texts and phone calls are not accepted.

Admittance by physical ticket and verified name on list only

Guests are permitted to enter the dance with a ticket and/or verification of name. Taking a ticket from another guest or photo copying tickets to gain access to sold out events will not be tolerated. Be respectful of your peers who may not be able to attend the event if you use their ticket. Limited ticket sales ensures safety and an enjoyable experience for all, and conforms to DSU's building capacity.

Music Requests

Be respectful of the music choices of DSU Staff DJ. Guests are encouraged to make playlist requests, clean versions only. Keep in mind songs that are familiar tend to keep guests enjoying themselves on the dance floor.

Infractions may result in removal from the Dance

Suspicion of intoxication, use of alcohol, or drugs, or any behavior deemed inappropriate by DSU staff, will result in ejection from the event and student will be asked to call his/her parent. If parent is unreachable, out of town, at dinner, or



otherwise unavailable, the police will be notified and will ensure your safety until a parent can pick you up.

For Parents

Drivers at pick up and drop off (parent or authorized adult) are responsible for all guests in their vehicle. If an event is sold out, it is the driving parent's responsibility to get guests without tickets, home. It is not DSU's responsibility to supervise guests in the parking lot or on St. George Street for the duration of the event when the event is hosted inside.

Parents are expected to drop off and pick up on time. Parents are encouraged to stay until guests enter the building before driving away. Pick up is in the parking lot at the end of the event. We cannot be responsible for guests who walk home or to friends home after the event. Following this code of conduct will ensure the most enjoyable and safe experience for all.

Special events and meeting space

DSU hosts innovative birthday parties and special themed events from simple setup to managing every detail to make sure your event is the best ever. To inquire about a special event you are planning contact admin@duxburystudentunion.org

Annual Adult Fundraiser

The DSU holds an annual adult fundraising event open to all Duxbury residents. In recent years it has been held at the historic Winsor House Inn. Our unique spin on the Oyster Festival has been a favorite of Duxbury residents for two years straight. This fundraiser celebrates DSU as a vibrant community youth center. All community residents are encouraged to attend and bring friends. Families can contribute by volunteering time, make a personal or business financial contribution or sponsorship, providing items to the silent auction, providing in-kind donations to help DSU defray event costs, join our planning committee. Proceeds from the annual adult fundraiser do not fund the After School Program, they go directly to helping DSU provide more mission oriented activities available to the entire community like volunteering, mentoring, tutoring, leadership programs and outreach.

Annual Appeal

The DSU operates independently from the Town of Duxbury and the Duxbury Schools. All funding to keep the DSU in operation comes from community donors, grants, programs and event fees. Each year, the DSU appeals to the generosity of the community for support of our mission arm reaching all Duxbury residents with community service, leadership, and mentoring opportunities. Funding through our



Annual Appeal is critical to continue programs like Lunch on the Lawn for middle school students, girls empowerment programs, summer math packet tutoring, community service and leadership opportunities for teens, Coffee House events offering a stage for alternative music, to name only a few. The DSUA is a 501c3 non-profit organization, Tax ID # 20-0075397; all donations are 100% tax-deductible.

Summer Community Events

DSU July 4th Parade Float

DSU participates in the Duxbury July 4th Parade. Students of all ages are invited to design, build, decorate, and ride the DSU float all along the parade route. DSU enjoyed winning floats in the 2012, 2013 and 2017 July 4th Parades.

DSU Partnerships

Duxbury Student Union and the Duxbury Senior Center have teamed up to host two of the most exciting evenings of the summer. The Movie Under the Stars night offers an opportunity for the entire family to watch a current family friendly movie, outdoors on the big screen!

The Summer Concert on the lawn is a great opportunity to see some of the amazing talent that we showcase at our Coffee Houses. The Senior Center hosts this great event on their gorgeous lawn. Food trucks and drinks are available for purchase at this fun night of music!

Admittance is free to these great summer events!



Technology at DSU, Computer Use, and Internet Policies

The DSU provides general computer use including access to the Internet and a variety of computer programs. The purpose of technology and Internet access is to provide access to educational resources as well as games and safe website for personal enjoyment. All DSU's computers are equipped with K-9 Web Protection Filter and inappropriate content is blocked to a great extent, however, the Internet continues to evolve rapidly and filters cannot recognize and block all inappropriate information. DSU cannot screen the Internet for all inappropriate applications; therefore, responsible personal use of DSU Internet access is required. In addition, most students have personal computer devices that connect directly to DSU Wi-Fi; DSU cannot be held responsible for policing use of Internet and other social media for personal or handheld devices.

Student computer use and Internet access at DSU is a privilege, and not a right or entitlement. Students are permitted to use the DSU computers for education and other approved entertainment purposes only. Student computer use must be legal, responsible, ethical, and in accordance with DSU computer use policies and code of conduct requirements.

No student may use a DSU device without permission. Computers are equipped with K-9 Internet security to allow safe web searches. Students may not use computers without specific permission of a staff member.

Students using their own, personal, computer devices, including handheld computers (cell phones) tablets or laptops must adhere to all DSU technology rules and policies when at DSU. Alden students are tech free during recreational time but can contact staff if they need to reach a parent for an emergency

Respect and etiquette on the Internet Students must practice etiquette and respect on the Internet. Never use inappropriate language, harass, embarrass, gossip, or defame others online. Students are expected to abide by generally accepted rules of respect, privacy and good etiquette, as well as the behavior expected of DSU program participants, including common courtesy and civil discourse while online.

Photography policy, Social Media policy

We take lots of photos at DSU and share them with the DSU community via our web site, Facebook, Instagram, and Twitter. Parents must sign a waiver (included in



enrollment documents) to allow photos to be used in our social media and promotional material.

Students may not take photographs, video, or audio recordings of each other without explicit consent to do so.

Cell phone and other handheld electronic devices at DSU

Many DMS and DHS students have a cell phone or other device at DSU everyday. Cell phones are handheld computers, and all DSU computer and technology use policies apply to cell phone, tablet & laptop use. Rules of use based on responsibility, respect, privacy, ethics and etiquette must apply to the use of these personal devices.

The DSU cannot insure, and is not responsible for, the security or protection of student valuables, such as cell phones, laptops, tablets, or other technology devices.



Bullying Prevention and Anti-hazing Rules

DSU expressly prohibits the bullying or cyber bullying of any person by any means. Any and all such behaviors interfere with the DSU mission and core values. DSU defines bullying as a willful pattern of behavior that causes another person to feel victimized and powerless.

DSU has adopted an Anti-Bullying Policy to ensure all students' safety at DSU. DSU seeks to create an environment of social exploration free from harassment, pestering or other behaviors that negatively impact a student's well being. We believe each individual should be valued and appreciated, and we expect the highest level of personal integrity from our students and DSU staff. The DSU Community is committed to eliminating the presence of bullying or behavior that may be perceived as bullying. Eliminating bullying requires all members of the community to pay attention, to act on and report concerns, and to intervene according to agreed-upon strategies and escalation procedures. Parents and students who become aware of a bullying incident or pattern should report their concerns to the Executive Director.

DSU takes each report of bullying seriously and will provide opportunities for discussion for parties involved, including students, parents and DSU staff, prior to the conclusion of any subsequent investigation.

This policy applies at all DSU programs and special events, and online, extending to any physical or digital context, which may impact a student's right to participate at DSU in a safe environment.

Examples of prohibited behaviors include but are not limited to the following:

- Teasing
- Extortion
- Intimidating threats or taunts
- Physical violence or attacks
- Harassment
- Theft or destruction of personal property
- Public Humiliation
- Hazing
- Stalking
- Cyber stalking
- Cyber bullying



Notification to Law Enforcement

At any point following the receipt of a report of bullying or retaliation, the Executive Director, who has reasonable basis of belief that criminal charges may be taken against an alleged aggressor, the Executive Director will notify local law enforcement. Notice will be consistent with the requirements of the law.

Harassment

DSU is an inclusive and respectful community. Harassment of any kind is prohibited. The DSU prohibits all forms of harassment, discrimination, and hate crimes for any reason, but specifically because of race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability.



Miscellaneous Notes and Information

Food and beverage at DSU

DSU provides two healthy snack choices to all Alden Overtime students. A monthly menu is available upon request and always posted at DSU. Students staying longer in the afternoon may wish to pack a snack from home or purchase a snack at the Blender Café.

Food allergies

Parents must inform DSU staff of student allergies as requested on enrollment and medical forms. DSU maintains a list of students, allergies, foods to avoid and allergy safe foods. *Epipens* may be carried by a student only when prescribed by a doctor, and with written parental permission as noted on the Individual Health Care Plan. In addition, a second Epipen, and any other prescribed medication well labeled with instructions, must be provided to the Executive Director for emergency purposes. See Health Care Policy for more on allergies.

The Blender Café

The Blender Café is located at DSU and is open from 2:45pm to 4:30pm daily. A variety of food items are available for purchase. Most items are \$1 - \$2 each.

Blender Café Punch Cards

Punch cards can be purchased for \$20 each by cash or online via our website (service fee applies). Parents set limitations to ensure food purchases meet their expectations.

Personal Belongings Storage

When students arrive at DSU, backpacks and other belongings must be neatly stowed on one of the storage racks provided for personal belongings storage. Shoes may be stowed neatly under benches in the foyer. For everyone's safety, please keep all pathways clear of personal items.

Lost and Found

DSU staff will do our best to reconnect owners with their valuables if left behind. We often find instruments, hats, mittens, schoolwork, and even cell phones, tablets, and iPods. Consult the lost and found for missing items. Items that are not retrieved at season end are donated to the clothing drop located in the DSU parking lot.



Health Information and Medication Policy

Health Care Consultant

Donna Doyle, Duxbury Middle School R.N. is DSU's health care consultant and oversees DSU's health care policy and procedures. The DSU Health Care provider is available to respond to student health concerns and to ensure that DSU complies with the regulations of the Massachusetts Board of Health.

Health Care Policy

The DSU Health Care Policy addresses medication, allergies, and emergency first aid. The policy is available online at www.duxburystudentunion.org and is posted on DSU premises.

Illness or Injury at DSU

If a student suffers any type of illness or injury at DSU, a member of the staff will administer appropriate first aid and obtain further care immediately, as appropriate. Parents will be notified without delay. If a parent cannot be reached, emergency contacts will be notified and/or the student will be made comfortable until contact is made.

Students should be kept home in the case of fever in the last 24 hours, or any serious illness, communicable disease or condition, including strep throat or lice. Please notify DSU if your student is diagnosed with a communicable disease so that DSU can notify other parents to watch for symptoms.

Students exhibiting mild cough, runny nose, may participate in the program unless they exhibit such discomfort that they cannot participate.

Should a student arrive at DSU and be noticeably ill or complain of feeling unwell or extremely tired, such that they fall asleep during the program, parents or back up contacts will be contacted immediately to arrange pickup. If a parent or emergency contact is not available, DSU staff will do their best to make child comfortable until contact is made.

Toileting Policy

Soiling, wetting and/or vomiting are unlikely at DSU. However, it is DSU policy to handle all such incidences in the most private and supportive manner.

No child shall be punished or humiliated due to a soiling, wetting or vomiting incident.

DSU maintains a small selection of spare clothing that will be offered when needed. Students will be offered a private area to get cleaned up and adult assistance will be



available if needed.

Administration of Medication Policy

In the event a student requires prescription medication during the hours of the program, DSU staff will administer medication only with a signed consent form by the parent.

All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent.

All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over-the-counter medications must be in the original manufacturer's packaging.

DSU staff will not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container will be administered in accordance with a written physician or pharmacist's descriptive order.

Unless otherwise specified in a child's individual health care plan and medication consent form, DSU will store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care.

Medication Disposal

When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manager or supervisor. Method of disposal will be at the Duxbury Police Department's prescription drug drop box.



Appendix – DSU Forms

- **Student Enrollment Form**
- **DSU Transportation Authorization**

Parent authorization form confirming plans for pick up/dismissal (parent pick up, walk home, walk to library etc.)

- **Consent to Leave, Parent/ Child Contract**

Parent/Child consent to leave due for students authorized to leave DSU independently (i.e. walk home or to athletics). Parents can also indicate if student is not allowed to leave the premises. Child Contract indicates that the student and parent/guardian understand the end of day process of leaving the building. Both pages must be signed.

- **First Aid and Medical Consent Form**

Mandatory for all students, confirms emergency contacts, insurance information, minor first aid treatment by DSU staff. In addition, if your student has asthma, allergies, requires an Epi-Pen, any chronic ailment, an Individualized Health Care Plan must be completed and on file at DSU.

- **Individual Health Care Plan**

If your student has asthma, allergies, requires an Epi-Pen, any chronic ailment, an Individualized Health Care Plan must be completed and on file at DSU.

- **Medication Consent Form**

If your student has asthma, allergies, requires an Epi-Pen, any chronic ailment, an Individualized Health Care Plan must be completed and on file at DSU.

