



Duxbury Student Union

connecting duxbury youth to the big world

Duxbury Student Union
Parent/Guardian Handbook

2020/2021

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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.

Our mission is to be the heart of the Duxbury community by inspiring and supporting our youth through big world opportunities. We achieve our mission through four simple values: collaboration, inclusion, innovation and a whole lot of FUN!

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 and volunteer Board of Directors work together 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 Duxbury Schools. All funding for the DSUA comes from community donors, grants, programs and event fees.

Fundraising

Fundraising events are critical to keeping DSU in operation and continuing to provide unique programming to all Duxbury youth. Fundraising events like movie nights, game nights, dances, and 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 the DSU. If your employer matches contributions, your gift to DSU could be doubled!



Contact Information

The Duxbury Student Union

147 St. George Street

PO Box 1586

Duxbury, MA 02331

Phone: 781-934-2290

Email: admin@duxburystudentunion.org

URL: www.duxburystudentunion.org

Facebook - Duxbury Student Union page

Instagram - @Duxstudentunion

Twitter @duxstudentunion

Sue Bradford - Executive Director
sbradford@duxburystudentunion.org

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jmcdermott@duxburystudentunion.org



Board of Directors

Sue Bradford, Executive Director

Gretchen O'Donnell, President

Cate Adams, Treasurer

Kristina Barry

Laurel Deacon

Jodi Enggasser

Melissa Farrell

Tammy Friend

Katie Ray

Sarah Reardon



Introduction

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. 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. Duxbury 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 Department of Early Education and Care (EEC), DSU Staff and Board of Directors, DSU parents and program participants. Regulations are designed to foster and preserve a positive, challenging, and creative environment at DSU and are in support of our state certification with the EEC. 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 and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities, operations or 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 a 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. Patricia Weldon
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 via general and individual email notices, phone, mailings, and through the DSU website. In the case of an emergency or town wide alerts (school closings, 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 email us at admin@duxburystudentunion.org. This Newsletter contains important notifications about after school programs, volunteer/service opportunities and special events like early release camps and dances open to the entire community.

Parent Notification

DSU will notify parents as follows:

1. Immediately of any injury requiring any medical care beyond minor first aid or any emergency
2. Immediately should a child become symptomatic of Covid-19, based on the symptoms outlined by the [CDC](https://www.cdc.gov/)
3. At the end of the day following any minor first aid administered, in writing within 48 hours of any incident
4. Immediately of any allegation of abuse or neglect involving their children when in the care of the program



5. Prior to or as soon as possible following any change in educators
6. Whenever special problems or significant developments arise
7. Whenever a communicable disease or condition has been identified in the program
8. In writing 7 days prior to the implementation of any change in program policy or procedures
9. Prior to the use of any herbicides or pesticides

DSU Website

The DSU's website www.duxstudentunion.org is the most reliable and updated source of information for parents and program participants. Information about Camp enrollment, Blender Card Purchases and School Year Enrollment can be found there.

Email communication

Parents should direct all general inquiries and information to admin@duxburystudentunion.org
All private or confidential messages should be directed to sbradford@duxburystudentunion.org or jmcdermott@duxburystudentunion.org

Progress Reports

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 individual needs and development. Parents are regularly contacted regarding 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 Hours

The DSU recommends Alden students leave technology including cell phones & watches at home. If they are considered essential, they must remain in backpacks throughout all DSU programs. The main phone located on the DSU front desk is 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 email to admin@duxburystudentunion.org.

Emergency Contact, Family Contact, and Medical Information

Families are required to provide DSU with accurate, current Emergency Contact Information, Family Contact Information, and Medical Information prior to the start of the school year using the state mandated forms. If your child has a chronic illness or allergy that requires medication, an Individual Health Care Plan and Medication Consent form must be submitted prior to the child's enrollment, or upon physician's diagnosis. These forms are to be signed by a parent or guardian, as well as the child's physician. Any change in this information must be communicated immediately to admin@duxburystudentunion.org and will be held in the strictest of confidence. Should 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.

During this Covid-19 Pandemic, please take care to have a back up plan for pick up in the event that your child becomes sick or symptomatic. If you cannot be easily reached during the work day, or require more than 30 minutes of commuter time, include a local contact in your pick up plans submitted to DSU.

Emergency Procedures and Safety Drills

In the event of an emergency, students are evacuated to Field 1 outside the DSU building. The DSU holds monthly fire safety drills 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 8

Students will check in with staff in front of DSU, remaining in their vehicle for a brief health and wellness screening. Parents outline individual transportation plans for each student, which will be strictly upheld unless otherwise authorized, in writing, by a parent or guardian. Families are encouraged to set expectations regarding drop off and pick up and establish a plan for unexpected pick up of their child(ren).

Field Trips

In the event of an off-site field trip, in future phases of Covid-19 reopening, a signed permission slip/liability waiver is required. In the current phase, field trips are not permitted.

DMS/DHS Volunteers

Student volunteers must sign in/out upon entering/exiting the building.



Hours of Operation

The DSU is open Monday, Tuesday, Thursday, Friday 9AM-12PM. Hours may vary in future phases of Covid-19 reopening.

DSU Calendar

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, public health emergency or other reasons, DSU will close and there will be no In-Person Program that day.

DSU's Learn From Anywhere 3 day program starts in September in a Hybrid model of two days in person and one day from home in the virtual classroom. If the school moves to fully virtual classrooms, DSU will continue to provide academic support, using video conferencing and Google hangouts. In the event we return to full day in person school, students can continue to participate in an after school capacity.

Program Fees

Program fees are calculated on an annual basis. Additional fees may be required for special events outside of the After School Program such as half-day camp. *DSU fees and tuition are non-refundable and enrollment in DSU after school programming is a year-long commitment. DSU has introduced a 5 month commitment, this year, in order to offer some flexibility in our tuition expectations.*

Late Pick Up Fees

Programs end promptly at 12pm daily. There is a late pick up fee of \$10 after 12pm. 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 provides the DSU community with a clear understanding of DSU's expectations for participant conduct, demeanor, and actions while at DSU. All DSU participants of After School Programs as well as Special Events are required to read and abide by the DSU Code of Conduct.

The purpose of DSU's Code of Conduct is to foster and preserve a positive, creative, engaging, 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. Students, families, participants, staff members and guests are expected to honor and respect everyone within the DSU community, and to treat all others at all times with respect, good manners, and goodwill. We celebrate what makes us all different, but recognize that together we are one community.

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 expectations are always in effect at DSU for student safety and the enjoyment of DSU programming:

1. Students must adhere to the DSU rules at all times.
2. Alden Participants are released only to parent or authorized guardian at pick-up, unless another dismissal plan is provided in writing. Person assigned to pick-up must enter the building and sign the student out.



3. DMS Participants must check-in upon arrival at DSU and checkout upon departure each day.
4. Abuse or mistreatment (verbal and/or physical) of DSU equipment, facilities, staff, other participants, visitors, and volunteers will not be tolerated.
5. Students must respect the property of all participants, the space and all of it's equipment for enjoyment for all. Families will be responsible for any damage to facility and/or equipment.
6. Students must wear masks, 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 wrestling, gymnastics or horseplay inside/outside of facilities. No contact sports as they are considered high risk in 2020.
8. Eating and drinking is allowed in your designated classroom.
9. All rights, opinions and differences, of others, including those that make us unique, must be respected.
10. We are a Drug Free Zone. Smoking, vaping, alcohol or drug use, or possession of, is not permitted on property/facilities.
11. No inappropriate language, behavior, or excessive arguing.

DSU staff have the right to rule in any area not specifically covered above.

Penalties for Infractions of the Code of Conduct

DSU 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 or Assistant 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.

DSU will report any incidents or accidents to parents within 24 business hours.

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 throughway and should not be used for business other than picking up and dropping off students who attend DSU or other pertinent DSU business.

Visitors to DSU

Unfortunately at this time, visitors are not allowed inside the DSU. In future phases of reopening, 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 looks forward to welcoming visitors for special programs and appropriate social



purposes when restrictions are lifted. All visitors to DSU, including parents, must check-in with DSU staff upon entry to DSU. No visitor may enter the DSU building without proper permission from DSU staff.

At pick up, students will be dismissed to their parents or authorized individuals for pick up. Staff reserve the right to request identification to ensure the pick up person has been previously approved.

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, notify DSU Staff immediately.

Learn From Anywhere Program Check-in and Checkout Policy

Transportation to DSU: Program Check-in

Students meet DSU staff in front of the DSU at 9AM on assigned Cohort days. Attendance is taken and students will be briefly screened before they are allowed into the building. Parents are required to complete a “Transportation Plan” for each student, and notify DSU immediately when there is a change to the schedule.

Schedule Changes, Sickness and Absences

At DSU we understand that student after school schedules change throughout the school year with seasonal activities and other commitments. If a student is absent from school, or will miss DSU due to sickness or a schedule conflict, parents are required to notify DSU by email to admin@duxburystudentunion.org.

We respectfully ask parents to communicate all changes in schedule as soon as they become aware of the change. Communications should be sent to admin@duxburystudentunion.org.

Learn from Anywhere Program Schedule and Descriptions

DSU has a proven track record in our After School Program for Alden & Middle School students. It includes comprehensive academic support, a collaborative outdoor curriculum, as well as great success in the Virtual Playground. **For the 2021 school year, the DSU After School Program has been retooled with a Learn From Anywhere approach.** No matter



the learning model chosen by the Duxbury Schools, your child will receive 3 mornings of academic support, enriching activities, and socialization for the school year.

The Duxbury school year will start in the Hybrid Model, which requires the highest level of cognitive flexibility. For Cohorts A & B in 2nd grade, Alden & DMS, it combines two school days, two semi-directed days and one self directed day. Cohort C students schooled from home are welcome to choose Cohort A or B at DSU. From the get-go, DSU staff assist students with their curriculum, introduce new executive function skills and develop agility to move between the daily expectations of the school week rigor.

Students attend DSU Learn From Anywhere program 3 days a week (Monday, Wednesday, Thursday OR Tuesday, Wednesday, Friday) and are available to Cohort A, B & C in 2nd grade through 8th grade. Middle School students (6th, 7th & 8th grade) may be grouped together. **2nd grade preference is given to students with Alden or DMS siblings.** All DSU families will be required to sign a Covid-19 Agreement with shared responsibility to reduce risk to self or others during COVID-19.

Students will attend in person at DSU 9am-12noon on their two Hybrid days. To minimize health risks and ensure social distancing, one staff member and up to 12 peers are matched in a micro-community for academics and activities. All students will bring their own technology, charged overnight, to use for video conferencing and assignments.

On Wednesdays, it is considered a self-directed day and potentially the most challenging for students and staff to master. This is not a “free pass” day. Students are expected to work independently on homework assigned the previous day. **Students will log in with DSU for academic support within their micro-community** and much like the classroom, students can use the raise their hand/chat functions for questions or further clarification. This support is critical to the student's overall accountability and an essential executive function skill to grasp if the schools need to change to a virtual learning environment.

Middle School Students have the option to attend one of two programs:-

9am - 12noon - DMS CEO Learn From Anywhere program (Cohort of 6th,7th & 8th)

3:30pm - 5:00pm - DMS Power Hour - with virtual support on homework, Schoology & organization .



Curriculum

The focus daily is to engage and learn new content and concepts with peers while completing assigned work with an emphasis on executive function skills. We will start off the school year with activities focused on:

- DSU expectations and workspace set up at DSU and home
- Personal care, advocacy, awareness
- At home preparation for success
- Effective classroom habits
- Daily and weekly planning
- General organization and study skills
- Beneficial use of technology

Students are expected to be respectful to staff, to other students and to the learning environment at DSU. Students are expected to bring their school issued laptop and personal headphones to DSU. Alden students will attend their class video conference meeting at home. 2nd grade students will attend their teacher's video conference call at DSU. Middle School students will follow their school schedule, starting the day at home and then continue class check-ins throughout the morning.

At 12pm students are dismissed to parents, or other authorized adults. DSU staff will confirm the identity of the pick up person prior to dismissing students.

Program Enrollment Procedures

Families enroll for the upcoming year by submitting completed state mandated forms and a non-refundable deposit that represents their last month's tuition (June for families committing to 10 months, and January for families who commit to 5 months). Families register using [Community Root](#), an enrollment system that manages state mandated form submission, and securely processes deposits and payment plans.

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

Student Enrollment Forms

Registration for our programs is valid only with a complete enrollment forms, mandated by the state. It is the responsibility of the parent to submit all prior to the start of school. Students with missing documentation will not be permitted to start the program.



Payment Plans

Payment options for DSU After School Programs are available; service fees may apply. All installment plans must be set up for automatic payments. ***Entering into a payment plan for a DSU after school program is a full year non-refundable financial commitment (unless a 5 month commitment is selected).***

- Pay in Full by Check to Duxbury Student Union
- Pay in Full Online (credit, debit or bank account)
- Pay deposit and pay the balance in 5/10 Monthly Installments

Scholarships

The Sandy Burdick Scholarship Fund created in 2014, honors Sandy Burdick who has made a significant impact on Duxbury youth. Sandy is a long time DSU employee, volunteer, and champions our Jimmy Fund fundraising efforts and annual trip to the Jimmy Fund Scooper Bowl. Contact DSU at admin@duxburystudentunion.org to inquire about partial scholarships that may be available for Learn From Anywhere Programs and camps.

Transition to the Program for New Students/Open House

To ensure an ideal transition into DSU Programming, new students are invited to attend a DSU open house. The open house is an opportunity to meet staff, enjoy a program orientation and tour the building. Dates and details of Open House to be announced via newsletter.

DSU requests information about each child's interests and needs at the time of enrollment. Information shared with DSU about any social and support services received by the student assists in creating a smooth transition into the program and is held in the strictest of confidence.

A welcome email will be distributed in August confirming enrollment, payment plan initiation and receipt of state mandated forms.

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 and social media accounts. Special events will not be held until further notice.



Volunteering, Mentoring, Leading at DSU: Adults and Youth

Unfortunately, DSU cannot welcome visitors at this time. Once we enter into the next phase of reopening, this restriction will be lifted. At that time, if you love to have fun with kids, consider volunteering to help create memorable events for Duxbury youth. DSU connects residents with opportunities where volunteers can share their time, talents, passions and skills with Duxbury youth. Volunteer opportunities include: helping at events, chaperoning at dances, the Jimmy Fund Scooper Bowl, the July 4th Parade Float 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.

Community Service Programs

The DSU fosters a culture of giving back almost every day and we are fortunate that our youth and their families make giving back part of their family priorities too. The DSU encourages all students in the community 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 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.

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

- Duxbury Interfaith Council Thanksgiving Baskets – Brownie Throwdown
- Halloween Candy Give Back – Cape Cod Cares for the Troops
- Jimmy Fund /Scooper Bowl
- Senior Center events

Join the DSU email newsletter to find out about upcoming outreach programs. If you have ideas about ways for our youth to get involved, 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 that are age appropriate for Chandler, Alden and Middle School students. Participating in these events is a great way for families to introduce children to the DSU.

These programs are open to all Duxbury students, but may have restrictions until further notice. Students do not have to be enrolled in DSU After School Programs to participate, space is limited. Sign up for camps at <https://duxburystudentunion.org/camps/>. For first time DSU participants with a preexisting illness that requires medication, an Individual Health Care Plan and Medication Consent Form is required prior to the camp day and will be kept on file for use during the same school year.

In partnership with the Percy Walker Pools, some camp days include swimming. Permission



slips are available at our [website](#). 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 camps. 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 young musicians and budding artists to showcase their talents with an audience of friends and family and develop a following in the community. Coffee Houses are held two to four times each year. See the DSU calendar for Coffee House event schedules.

Youth Dances at DSU

DSU hopes to get back to hosting epic Duxbury Middle School dances again in the near future. In prior school years, the DSU has hosted highly engaging, age appropriate dances, in a safe and supervised atmosphere. Guests must show respectful behavior to DSU staff and peers and 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 the DSU Code of Conduct.

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 The Duxbury Oyster Festival has been held at the historic Winsor House Inn. This fundraiser celebrates DSU as a vibrant community youth center. At DSU's annual fundraiser, families can contribute by volunteering, making a personal or business financial contribution or sponsorship, providing items for the silent auction, providing in-kind donations to help defray event costs. Proceeds do not fund the After School Program, they go directly to DSU's mission oriented activities available to the entire community.

Annual Appeal

The DSU operates independently from the Town of Duxbury and 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 Network How Network Now, 82DHS, community service and leadership opportunities for teens, Coffee House events offering a stage for alternative music, to name a few. The DSUA is a 501c3 non-profit organization, Tax ID # 20-0075397; all donations are 100% tax-deductible.

DSU Partnerships

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

The Summer Concert on the lawn was a great opportunity to see some of the amazing talent that we showcase at our Coffee Houses. The Senior Center hosted this great event on their gorgeous lawn. Admittance was free to these great summer events!



Technology at DSU, Computer Use, and Internet Policies

The DSU provides computer access in our Academic Center for educational purposes. 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 technology and social media on personal devices.

Student computer use and Internet access at DSU is a privilege, and not a right.

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. Students may not use computers without specific permission of a staff member.

Students using their own personal devices, including cell phones, tablets or laptops must adhere to all DSU technology rules and policies when at DSU. Chandler and 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 must be practiced while at DSU. Use of inappropriate language, harassment, bullying or defaming others online will not be tolerated. Students are expected to abide by these rules of respect and privacy etiquette, including common courtesy and civil discourse. The Code of Conduct applies while on line as well.

Photography policy, Social Media policy

We take lots of photos at DSU and share them with the DSU community via our website, 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 cyberbullying of any person by any means. 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 Learn From Anywhere students. A monthly menu is available upon request and always posted at DSU. Students 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 11.00am to 11:30pm daily. A variety of food items are available for purchase. Most items are \$1 - \$3 each. Food items can be ordered in the morning and will be delivered to each cohort.

Blender Café Punch Cards

Punch cards can be purchased for \$20 each by cash or online via our website (service fee may apply). 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 in their Cohort room beside their chair. 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. 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

Healthcare Consultant

Mrs. 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.

Covid-19 Policy (Please review and sign our Covid-19 Agreement)

Please refer to the Covid-19 Parent/Guardian Agreement for additional policies and details regarding DSU's response to Covid-19

Illness or Injury at DSU (not related to Covid-19)

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, 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 the 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 incidents in the most private and supportive manner. No child shall be punished or humiliated due to 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, with staff assistance 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, either prescription or non-prescription, must be provided by the child's parent with a signed Medication Consent Form.

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 in the Individual Health Care Plan, required for any student with ongoing or chronic illnesses. Any medications will be administered in accordance with a written physician or pharmacist's descriptive order as noted on the Individual Health Care Plan.



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 or expired 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.

DSU Covid-19 Policy

DSU will follow state, and [CDC](#) guidelines for Childcare Serving Organizations when addressing Covid-19. DSU will also follow recommendations made by the Department of Early Education and Care to implement newly developed, and evolving Health and Safety Protocols, which can be found [here](#). **DSU reserves the right to make changes and develop new policies as mandated and/or recommended by the EEC, and by state and local officials. Please review and sign our DSU Covid-19 Parent/Guardian Agreement.**

Handwashing Policy

DSU will follow state, and [CDC](#) guidelines for handwashing. Students and staff are expected to wash hands upon entering the building, and between activities. DSU will also follow recommendations made by the Department of Early Education and Care in implementing hand washing policies.



Appendix – DSU Forms

- **Student Enrollment Form**

Parent/Guardian will submit information about each student enrolling in DSU, including grade, contact information, student interests, hobbies, supports in place, and any other information that might help DSU to best support child

- **DSU Transportation Authorization**

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

