



Duxbury Student Union

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

Duxbury Student Union
Parent/Guardian Handbook

2021/2022

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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.

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 of counselors 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. 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! 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

PO Box 1586

Duxbury, MA 02331

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Board of Directors

Sue Bradford, Executive Director

Gretchen O'Donnell, President

Cate Adams, Treasurer

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Laurel Deacon

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Bridget Pratt

Katie Ray



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 contained in *the Handbook* 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. At the end of the day following any minor first aid administered, in writing within 48 hours of any incident
3. Immediately of any allegation of abuse or neglect involving their children when in the 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 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

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 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 confidence. 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.

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 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, students must note the time and 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 event of an off-site field trip, a signed permission slip/liability waiver is required.



DMS/DHS Volunteers

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

Hours of Operation

The DSU is open Monday through Friday from 1:30pm to 5:00pm daily with additional hours for camps, dances, special events, and special programming.

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 After School Program that day. If DSU offers remote programming, families will be notified in advance.

Program Fees

Program fees are outlined in this document as part of the program descriptions. 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.*

Late Pick Up Fees

The Alden, CEO, and DHS/DMS Leadership Programs end promptly at 5pm daily, with the exception of families who have signed up for 6pm programming 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 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 must sign in with youth counselors and demonstrate calm/respectful behavior in the Alden Lobby.



3. Alden Participants are released only to parent or authorized guardians 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.
4. DMS Participants must check-in upon arrival at DSU and checkout upon departure each day.
5. Abuse or mistreatment (verbal and/or physical) of DSU equipment, facilities, staff, other participants, visitors, and volunteers will not be tolerated.
6. 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.
7. Students 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.
8. No running, wrestling, gymnastics or horseplay inside/outside of facilities
9. Eating and drinking is allowed only on the main floor.
10. All rights, opinions and differences, of others, including those that make us unique, must be respected.
11. We are a Drug Free Zone. Smoking, vaping, alcohol or drug use, or possession of, is not permitted on property/facilities.
12. 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.



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. *Subject to change with state mandated recommendations and regulations related to public health concerns.

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 the 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 encouraged to visit and try out the After School Programs when arranged with the DSU Executive Director.

At pick up times, parents enter the building and sign out their child in person at the front desk. Staff reserve the right to request identification to ensure the pick up person has been previously approved. *Visitor rules subject to change with recommendations related to public health and state mandated regulations.

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.

After School Program Check-in and Checkout Policy

Transportation to DSU from Alden: Alden Program Check-in

Alden students meet DSU staff in front of the Alden Cafeteria at 2:00pm. Attendance is taken and students walk to DSU under the supervision of DSU Staff maintaining a 13:1 ratio at all



times. 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.

If a student does not check in as expected, DSU will treat the absence as a missing child, and will contact parents first. If parents confirm attendance at DSU 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 cannot guarantee changing days of attendance due to seasonal sports or other activities. Requests should be made to admin@duxburystudentunion.org. There are no refunds.

CEO Program

Students enrolled in the DSU CEO Program arrive any time after school day ends and are welcome to enjoy a snack and catch up with friends. At 3:30 CEO students move to the homework room, prepared to begin unless they are at an extracurricular activity on campus. Staff is not responsible for locating 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. 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 the Alden Cafeteria lobby and sign-in with DSU Staff.
2:15	Arrive at DSU, leave backpacks in hallway, wash hands, grab a snack



2:30 – 3:30*	Students spend a minimum of 30 minutes in Homework and 30 minutes in outdoor physical activity.
3:30 – 5:00	Students can choose from a variety of indoor/outdoor programs
5:00	Pick-up by a parent or authorized adult (any time before 5pm)

Alden Students meet DSU staff in the Alden Cafeteria Lobby at 2pm and transition to DSU, maintaining a 13:1 ratio of students to staff. Students enjoy a snack, included in the program fee, followed by supervised daily themed activities.

Students participate in a broad range of group activities such as outdoor games (i.e. volleyball, basketball, jump rope and wacky relays), indoor games (i.e. board games, bingo and game-room fun), crafts and cooking projects, outreach and fundraisers for organizations like the Jimmy Fund. In addition, students in our after school program enjoy early bird updates on camps, special events and dances targeted to their age group.

Students benefit from structured daily homework time and gaining executive function study skills. DSU students can access computers to complete online homework.

Alden Program Fees

Alden After School Program Fees 2020/2021 School Year

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

DSU offers a flexible 5-day, 3-day or 2-day option for Alden.

DSU CEO Program

The CEO program is open to 6th, 7th & 8th graders and is offered 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 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 CEO walk to DSU independently; check-in at the front desk when they arrive and check out when they leave. Students are responsible for their behavior. Families set and enforce expectations around students coming and going from DSU.

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 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, socialize, have a snack, and participate in after school activities inside and outside. Throughout the year we expect that students will be staying after school with teachers, going to the library, or staying after for a music lesson. Each family should determine a plan and reinforce expectations with their child.

At 3:30pm each day CEO students will be in the DSU Academic Center ready to begin the homework session. It is the responsibility of the student to ensure he or she arrives on time, prepared to work. Staff is not responsible for finding students in the building or on the campus. DMS Students must follow the DSU code of conduct. Inappropriate language and behavior are not tolerated. Students dismiss themselves at 5pm to parents or other authorized adults or location.



CEO Program Fees

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

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.

The Leadership Program fee for the 2020-2021 school year is fully funded through community donations and part of DSU's commitment to empower teens to give beyond themselves.

Please contact admin@duxburystudentunion.org for more information.

After School Program Enrollment Procedures

Registration for the following school year is offered first to families currently enrolled in DSU After School Programs, and then to new families during "Open Enrollment". Families enroll for the upcoming year by submitting completed state mandated forms and a non-refundable 20% deposit. Families register using [Community Root](#), an enrollment system that manages state mandated form submission, and securely processes deposits and payment plans. Registration opens in May.

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

If your child has not been to DSU, consider one of our camp days – it's a great way to introduce your child to DSU programming in preparation for the upcoming school year. Camp days are open to Chandler, Alden and DMS students and do not require enrollment into DSU After School Programming.

Student Enrollment Forms



Registration for our after school 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.

After School 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.**

- 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 Ten 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 After School 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. If a student joins midyear, a private tour can be arranged by emailing admin@duxburystudentunion.org. Dates 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.

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 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. 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

The DSU hosts 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.

Dress code / Backpacks

Guests are encouraged to dress to the theme. Keep it appropriate, if you would wear the outfit around Duxbury or to school, it will be perfect for DSU. Backpacks go on the DSU lobby racks. DSU reserves the right to do bag searches.

Respectful Behaviors/Music Requests

Please refrain from inappropriate and disrespectful behavior on the dance floor. Be respectful of the music choices by the DJ. Guests are encouraged to make song requests, clean versions only.

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 or verified name on list

Guests are permitted to enter the dance with a ticket and/or verification of name. Stealing or photocopying tickets to sold-out events will not be tolerated. Be respectful of your peers at the event if you are given someone else's ticket.

Limited ticket sales ensures safety and an enjoyable experience for all, and conforms to DSU's building capacity.

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. Student will be asked to call his/her parent. If a parent is unreachable, or unavailable, the police will be notified to ensure your safety until a parent arrives.

For Drivers

Drivers at pick up and drop off 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 who do not have tickets during sold out events.

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 walking home or to another location after the event.

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 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 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. 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 Alden 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 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 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. 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

Karen 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, 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 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.**

DSU Positive Covid-19 Response Policy

DSU will follow Duxbury Public Schools, state, and [CDC](#) guidelines when there is a confirmed case in the Duxbury Public School system. DSU will also follow recommendations made by the Department of Early Education and Care in implementing closures and extensions of dismissals.

The following CDC recommendations will be implemented:

- Coordinate with local health officials.
 - ◆ Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials. These officials will help administrators determine a course of action for their child care programs or schools.
- Dismiss students and most staff for 2-5 days.
 - ◆ This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- Communicate with staff, parents, and students.
 - ◆ Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure
- Clean and disinfect thoroughly.
 - ◆ Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection. •



Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces. • If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. • For disinfection most common EPA-registered household disinfectants should be effective.

- Make decisions about extending the school dismissal.
 - ◆ Temporarily dismissing child care programs and K-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities.
- Implement strategies to continue education and related supports for students.
 - ◆ Ensure continuity of programming - Review continuity plans, including plans for the continuity of teaching and learning. Implement e-learning plans, including digital and distance learning options as feasible and appropriate.

DSU Face Mask Policy

DSU holds the right to enforce state mandated mask wearing policies. As of May 11, 2020, the Department of Early Education and Care temporary policy states:

Background Pursuant to the Governor’s Executive Order, effective May 6, 2020, all individuals are required to wear a mask in public places. In accordance with this order, any person who is in a place open to the public in the Commonwealth, when unable to maintain a distance of approximately six feet from every other person, must cover their mouth and nose with a mask or cloth face-covering. This applies to both indoor and outdoor spaces.

While small group sizes, physical distancing, daily health checks, handwashing, respiratory etiquette and diligent cleaning and disinfecting remain vital to minimize the risk of spreading infection, EEC strongly encourages child care programs to enforce the wearing of masks or cloth face coverings during the child care day when 6 feet of physical distancing is not possible. To slow the spread of COVID-19, child care staff should be strongly encouraged to wear a cloth face covering while serving children and interacting with parents and families. Face coverings are strongly encouraged for children age 3 and older, if tolerated. Providers should set their own policies regarding the use of face coverings by children while in care, including a requirement for parental consent. This policy is being established to offer guidance to child care programs on the safe and effective use of face masks for staff and children in child care settings. ***The use of a mask does not replace important social distancing measures. All children and staff must continue to maintain more than 6 feet of distance from each other whenever possible; wash hands regularly with soap and water for at least 20 seconds; and always stay home when sick.***

Who Should Wear Face Masks in Child Care Settings:

- Child care staff
- Children age 3 and older who can safely and appropriately wear, remove, and handle masks



- Parents/guardians if/when permitted to enter the child care space and at all times during drop off and pick up

Who Should NOT Wear Face Masks in Child Care Settings:

- Children under the age of 3 years
- Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance
- Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face mask
- Children where the only option for a face covering presents a potential choking or strangulation hazard
- Individuals who cannot breathe safely with a face covering, including those who require supplemental oxygen to breathe
- Individuals who, due to a behavioral health diagnosis, are unable to wear a face covering safely
- Individuals who need to communicate with people who rely upon lip-reading

While the decision for a child to wear a face covering must ultimately be a parent's choice, it is at the program's discretion to enforce any policy concerning the use of masks for children in care.

DSU 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.

