



Duxbury Student Union

connecting duxbury youth to the big world

Duxbury Student Union
Parent/Guardian Handbook

2023/2024

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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 Duxbury youth.

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 staff and volunteer Board of Directors work together to offer students 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 providing unique programming to all Duxbury youth. Please think of DSU during open enrollment for United Way & Employee Giving Campaigns by writing in the Duxbury Student Union as one of your giving priorities. Simply provide the DSU tax ID #20-0075397 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

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Board of Directors

Sean Dadsetan Foley | President

Sue Bradford | Executive Director

Cate Adams | Treasurer

Bridget Pratt | Secretary

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Introduction

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* 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

We believe everyone should be treated equally regardless of race, color, religion, sex, gender, gender identification, age, national origin (ancestry), disability, marital status, citizenship or any other characteristic protected by law. 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, newsletters, social media and through the DSU website. In the case of an emergency or town wide alert (school closings, power outages, DSU closings) the DSU uses email and social media. Direct general inquiries and information to admin@duxburystudentunion.org. Confidential messages should be directed to [Sue Bradford](#) or [Jess McDermott](#)

DSU Website

The DSU's website www.duxstudentunion.org has information for parents and program participants. Information about Camp enrollment, Blender Card Purchases and School Year Enrollment can be found there.

DSU Newsletter

DSU issues a 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. Whenever special problems or significant developments arise
5. In writing 7 days prior to the implementation of any change in program policy or procedures

Progress Reports

Formal progress reports are issued to parents once during each school year to update parents on the child's progress in the after school program.

Behavior Management

Students are afforded positive and consistent guidance based on individual needs and development. Parents will be 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 Assistant Director and DSU Staff are available for parent conferences upon request by email to admin@duxburystudentunion.org.



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. Parents should call 781-934-2290 and/or, email 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 current Emergency 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 requiring medication, an Individual Health Care Plan and Medication Consent form must be submitted prior to enrollment, or upon physician's diagnosis. Changes in this information must be communicated immediately to admin@duxburystudentunion.org and will be held in the strictest of 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 to establish a plan 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 with additional hours for 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 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 other special events, including camp programming. *DSU deposits, 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. 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 \$35 fee.

Mandated Reporter Statement

DSU 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 a clear understanding of DSU's expectations for participant conduct, demeanor, and actions while at DSU. All 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.

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 unique, 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 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 DSU 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 wrestling, gymnastics or horseplay inside/outside of facilities



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 use their best judgment 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 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 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, should the program staff feel that an assessment for such additional services would benefit the child.

DSU staff will inform the Executive Director, or Assistant Director, of any concerns, who 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, or Assistant 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, 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.

After School Program Check-in and Checkout Policy

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

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 the parent. If parents confirm attendance at DSU is expected, school officials and bus drivers, and, if necessary, Duxbury Police are then contacted until the child is located. DSU absences should be communicated to DSU as soon as possible. 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. Requests should be made to admin@duxburystudentunion.org. There are no refunds for fees or tuition.

DMS Students : CEO Check-In

Students enrolled in the DMS CEO Program walk to DSU independently after the school day ends and must sign themselves in. At 3:30pm 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.



After School Program Schedules and Descriptions

Alden Programming

The program for Alden Students is offered Monday through Friday 2pm to 5pm.

Upon arrival at DSU, students enjoy a snack, included in the program fee, followed by supervised daily themed activities. At 2:30, students transition into the first activity of the day. 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.

At 3:15, students benefit from a minimum of 30 minutes of structured daily homework time, where they will gain executive function study skills, and support to successfully complete homework assignments. DSU students can access computers to complete online homework. National Honor Society students are available to support students with their homework.

Upon completion of their homework, students are invited to enjoy special “Blender Cafe” snacks available for purchase. Parents can purchase a “Blender Card” for students to use for purchases. \$20 cards are available on our [website](#).

Students finish the day with a final activity, with options that include backyard games, crafts or game room fun.

Pick up daily at 5pm. Parents should enter the main doors of DSU. Students will be dismissed to previously approved individuals. Staff may request ID at the time of pick up.

Alden Program Fees 2023/2024 School Year

Offered daily from 2PM to 5PM, the program fee includes one snack per day, enrichment programs and daily structured homework time throughout the school year.

DSU offers a flexible 5-day, 4 day, 3-day or 2-day option for Alden.

Alden Programming	2023_2024 Annual	Deposit	Remaining Balance	Monthly Tuition*
2 Day	\$2,874.72	\$431.21	\$2,443.51	\$244.35
3 Day	\$3,987.72	\$598.16	\$3,389.56	\$338.96
4 Day	\$5,123.16	\$768.47	\$4,354.69	\$435.47
5 Day	\$5,457.38	\$818.61	\$4,638.77	\$463.88
*Remaining Balance Paid in 10 Monthly Installments				
DSU Enrollment is a year long committent. Fees and Tuition are non-refundable.				



DSU CEO Program

The CEO program is offered as a 5 day program and is open to 6th, 7th & 8th graders Monday through Friday from 2:45pm to 5:00pm. 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.

Curriculum

The focus from 3:30pm to 5:00pm 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

CEO	2023_2024 Annual	Deposit	Remaining Balance	Monthly Tuition*
6th Grade	\$3,454.50	\$518.18	\$2,936.33	\$293.63
7th Grade	\$3,139.50	\$470.93	\$2,668.58	\$266.86
8th Grade	\$2,824.50	\$423.68	\$2,400.83	\$240.08
*Remaining Balance Paid in 10 Monthly Installments				
DSU Enrollment is a year long committent. Fees and Tuition are non-refundable.				

Leadership Program

Offered to High School students in grades 9 through 12, Monday – Friday from 3:00pm – 5:00pm.

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).

The Leadership Program fee for the 2022-2023 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 15% 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



Student Enrollment Forms

Registration for our after school programs is valid only with completed enrollment forms, as mandated by the state. Students with missing documentation will not be permitted to start the program. 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.

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. Payments processed on, or near, the 1st of each month.

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.



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 July 4th Parade Float and many more.

DSU encourages 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
- Global Pandemic Stone Walk
- HIRE Duxbury Job Fair and Career Pathways services

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, grades 1-8. 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 Pool, 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.

Middle School 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.

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. 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 Public 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 HIREDuxbury, 82DHS, 52DMS, community service and leadership opportunities for teens, 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, 2017 and 2021 July 4th Parades.

DSU Partnerships

Duxbury Student Union has partnered with, and supported many local organizations. Through these partnerships and collaborations, DSU has been able to offer programming that offers countless big world opportunities to the Duxbury students.

The following are just a few:

- Lappin Foundation
- Duxbury Garden Club
- Duxbury Senior Center
- Duxbury FACTS
- Duxbury Interfaith Council
- Cape Cod Cares for the Troops
- Duxbury for All
- Duxbury American Legion



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 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 the 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. The Code of Conduct applies while on line as well.

Photography policy, Social Media policy

We take lots of photos and videos at DSU and share them with the DSU community via our website and social media platforms, including Facebook, Instagram, YouTube, 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 electronic devices at DSU

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/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 4:00pm 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, Venmo or online via our [website](#) (service fee may apply). Parents set limitations to ensure food purchases meet 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. 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

Local parent and R.N. Keri MacDonald, 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. See below for Covid19 regulations.

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 a soiling, wetting or vomiting incident.



DSU maintains a small selection of spare clothing that will be offered when needed. Students will be offered a private area to get cleaned up, 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 [Duxbury Public Schools](#), state, and [CDC](#) guidelines for Childcare Serving Organizations when addressing Covid-19. DSU will follow recommendations made by the Department of Early Education and Care in implementing closures and extensions of dismissals, as well as mask mandates. **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.**



Students who are symptomatic are asked to stay home until symptoms have subsided, or with a negative covid test.

Below is a list of symptoms for which caregivers should monitor their children daily:

- Fever (>100.0 Fahrenheit or higher), chills, shaking chills
- Cough (not due to other known cause, such as a chronic cough)
- Difficulty breathing or shortness of breath
- New loss of smell or taste
- Sore throat
- Headache (when in combination of other symptoms)
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue (when in combination of other symptoms)
- Nasal congestion or runny nose (not due to other causes such as seasonal allergies) when in combination with other symptoms

DSU Handwashing Policy

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, or any chronic ailment requiring medication,, an Individualized Health Care Plan must be completed and on file at DSU.

