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## **HA Mission Statement, Philosophy, Vision, and Expectations**

### **Mission Statement**

The mission of the Enemy Swim Day School Out-of-School-Time Program is to provide for all students educational opportunities to maximize academic potential while fostering cultural pride to promote lifelong learning.

### **Philosophy**

The Enemy Swim Day School Board will provide educational policies, facilities, programs and human support resources necessary to assist students in their goals.

### **Vision**

It is the continuing vision of the Enemy Swim Day School Out-of-School-Time Program that all students will reflect and display those significant values of wowicakupi (generosity), wowaditak(courage), woasake (fortitude), wokahniga (wisdom), tehinda (cherish), wowicaka (honesty), and woohoda (respect).

### **Expectations**

Enemy Swim Day School Out-of-School-Time Program expects its students to:

- Be Safe
- Be Respectful
- Be Caring
- Be Responsible

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### Rights

1. The right to a free and appropriate education.
2. The right to freedom of religion and culture.
3. The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
4. The right to freedom of the press, except where the material is libelous, slanderous, obscene, or prejudicial.
5. The right to freedom of speech and expression as long as the expression does not disrupt the educational process or endanger the health and safety of others.
6. The right to freedom of discrimination.
7. The right to be free from cruel and unusual punishment.
8. The right to peaceable assembly and to petition for the redress of grievance.
9. The right to due process.

### Responsibilities

1. To obtain an education. The student must regard the opportunity of obtaining an education as one of their duties to the community. It is the responsibility of students to attend school/classes regularly, be prepared for class and complete their assignments.
2. To follow school rules. The student must obey recognized rules and procedures developed by the school.
3. To practice self-control. The student must refrain from inflicting bodily harm on self and others and respect the privacy of other persons and property.

4. To know the grievance procedure. The student must know and use the proper methods channels of complaint resolution.

### **HAA Licensing/Accreditation**

The Enemy Swim Day School Out-of-School Time Program is licensed through the South Dakota Department of Social Services Child Care Services as a means of reducing the risk of harm to children in child care settings by establishing and enforcing regulations that require maintenance of minimum standards.

Enemy Swim Day School Out-of-School Time Program is accredited by Council on Accreditation (COA). Committed to maintaining the highest level of standards and quality improvement. COA accreditation is an objective and reliable verification that provides confidence and support to an after school program's children and youth, parents, staff and community partners. The COA accreditation process involves a detailed review and analysis of both a program's administrative operations and its service delivery practices. All are "measured" against national standards of best practice. These standards emphasize services that are accessible, appropriate, culturally responsive, evidence based, and outcomes-oriented, In addition, COA confirms that the services are provided by a skilled and supported workforce and that all individuals are treated with dignity and respect.

## **GENERAL STUDENT AND PROGRAM INFORMATION**

### **HB Ratios and Group Size**

The program maintains a minimum staff-to-child ratio goal of 1:10 minimum and 1:15 maximum and a ratio of 1:10 if there is a 5 year old in the area. The staff-child ratio is adjusted to accommodate the youngest child per group. During high-risk or challenge activities such as field trips, woodworking, and water sports, the norm will be to maintain a ratio of 1:6 unless an even more decreased ratio is necessary based on the activity. The program has the ability to supervise an injured child or compensate for a sick staff member while still having an acceptable ratio of staff coverage by moving staff to/from areas where the additional coverage is needed for the unexpected reasons via staff communication with each other. The accommodation of a child with special needs will be considered on a case by case basis and appropriate accommodations made as deemed necessary and reasonable. Our group size in any one room will never exceed thirty children. The staff-child ratio in large groups is ensured and regulated by the accountability system in place at the choice board.

### **HBA Inclusion Policy**

The Enemy Swim Day School Out-of-School-Time Program is committed to inclusion. The Program demonstrates dedication to all children and families, no matter what their needs or challenges.

The inclusion policy applies to all children. OST staff will ensure that children with disabilities will be included in all activities offered to students, and make accommodations based upon their needs to ensure their inclusion.

### **HBB Commitment to Diversity**

Diversity includes culture, race, ethnicity, religion, and many more attributes that make each child unique. Dress, gender, body type, interests, and class are just a few examples. The Enemy Swim Day School Out-of-School-Time Program celebrates the differences and similarities between people and families.

### **HBC Intake and Enrollment Procedures**

#### **Equal Opportunities**

Refer to Enemy Swim Day School Policy JAA.

#### **Entrance Age/Admissions**

Refer to Enemy Swim Day School Policy JBB.

**The student must be enrolled at the Enemy Swim Day School to be eligible to participate in the Out-of-School-Time Program.** An exception will be made for a child of a staff person but this child must meet the age requirements.

The Enemy Swim Day School provides the family with the school admission procedures, as well as those for the Out-of-School-Time Program. Along with the school family orientation materials and necessary paperwork are included to be completed by the family in order to enroll the child. All forms required by the school and Out-of-School-Time Program must be completed and returned to the school prior to the child being admitted into the Out-of-School-Time Program.

#### **School Orientation**

Refer to Enemy Swim Day School Policy JBC.

Records are on file in the student cumulative file and in a database. Authorized Out-of-School-Time Program personnel are able to access the files and database as deemed necessary.

#### **Out-of-School-Time Program Orientation**

In addition to completing the necessary paperwork to be admitted to the school, the parent/guardian is required to complete all enrollment forms of the Out-of-School-Time Program prior to being considered to have full admission in the Out-of-School-Time Program. The forms include:

1. Permission and Waiver Form – Afterschool
2. Permission and Waiver Form – Summer Academic Program

#### **Student Records**

Each student has a confidential student file that contains information regarding enrollment, incident reports, and other appropriate information.

Student records will not be removed from the office in which they are kept. Access to student records will be confined to authorized school personnel who require access to student records.

Except when required by law, person outside the school system will not have access to any student's records without the parent(s)/guardian(s) written permission.

### **HBCA Juvenile Sex Offenders**

The Enemy Swim Day School abides by the Sisseton Wahpeton Oyate Sex Offender Notification and Registration Code – Chapter 75 requirements. (Ref. JBCC/KMA/GBDB)

#### **HBD Confidentiality**

In order to show respect for the personal information of all children, youth, families, and staff it is very important that staff follow the confidentiality policy to create trust and a professional environment at our

program. Each employee is responsible for safeguarding confidential information obtained during employment. In the course of their work, they may have access to confidential information regarding Enemy Swim Day School, Enemy Swim Day School Out-of-School-Time Program, its participants or families, or perhaps fellow employees. It is the staff's responsibility to in no way reveal or divulge any such information unless it is necessary for you to do so in the performance of their duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by a supervisor. Gossiping about other people and sharing personal details about individual children or families is strictly forbidden. Any breach of this policy will not be tolerated, and legal action may be taken by Enemy Swim Day School.

**Interview Policy**

Refer to Enemy Swim Day School Policy JCC.

**Family Separation/Divorce Policy**

Refer to Enemy Swim Day School Policy JGJ.

**HBE Payment and Fees**

Enemy Swim Day School's Out-of-School Time Program services will include a \$2.00 per hour fee, which will be billed on the last working day of the month. The outstanding amount will be paid within 10 working days from the day which the bill was dated for. Payments received after the 10<sup>th</sup> working day will include a \$1.00 late fee for every day payment is late.

Enemy Swim Day School's Out-of-School Time Program will accept Child-Care Assistance Reimbursements from the Division of Child Care Services of South Dakota as payment. If families are unable to qualify for Child-Care Assistance or cannot afford payments, families will have the opportunity to qualify for scholarship assistance. No child enrolled with the Enemy Swim Day School will be turned away from Out-of-School Time care because of financial reasons.

**HBH Personal Property**

**Care of School Property**

**Valuables Brought to School**

**Lost and Found**

Refer to Enemy Swim Day School Student Handbook.

**HBI Field Trips**

Field trip destinations and transportation should be confirmed well in advance. Students are always required to have a Permission/Waiver Form signed in order to attend a field trip.

**HBK Suspension and Termination**

Suspension and termination of a child from our program is a last resort. There may be times when behavior is so severe, disruptive, or dangerous to our program that serious action needs to be taken to ensure the safety of all participants. See Behavior Management section for policies.

## **PROGRAM PLANNING AND DELIVERY**

### **HC Programming and Activity Planning**

The staff will plan developmentally appropriate practices/activities and goals that respond to the ages, developmental stages, and individual differences of children and youth.

### **Acceptable Use Of Technology**

The computer labs are utilized for access to the internet and technology related projects. All students and staff will abide by the ESDS Acceptable Use of Technology Policy.

### **Parties**

Students may participate in Out-of-School-Time Program parties. The Out-of-School-Time Program will celebrate by having parties for various holidays, i.e., Halloween, Christmas, Valentine's Day, and Easter.

### **Activity Plans**

Leaders will prepare activity plans in advance. The OST Coordinator will monitor leaders' activity plans and keep an activity plan log to insure they comply with appropriate accrediting agency requirements.

### **HCA Supplies and Materials**

Enough supplies and materials that are in good condition will be available for program children in order to prevent conflict amongst the children and to leverage learning opportunities.

### **HCB Nutrition and Food Safety**

The program's nutrition and food safety policy promotes the nutritional health of the children enrolled at our program and cultivates healthy lifelong habits.

## **SUPERVISION AND SAFETY**

### **HD Basic Supervision and Monitoring Guidelines**

**The safety of the children is our first responsibility.** All students will be accounted for during daily attendance.

### **HAD High-Challenge Activities**

All staff will increase supervision awareness of all children while they participate in high-challenge activities. **Increased Supervision.** Staff-to-Child ratios will be decreased to ensure proper supervision. The ratio will be determined by the site director prior to the activity taking place. The norm will be to maintain a ratio of 1:6 unless an even more decreased ratio is necessary based on the activity.

### **HDB Attendance and Absence Procedures for Children**

#### **Daily Attendance Records**

Daily attendance records must be maintained for all children. The daily Out-of-School-Time Program Sign-In Attendance is kept on file and each individual attendance record is entered into the out-of-school time administrative system.

### **HDC Missing Child Policy**

If a child is unaccounted for, the staff will follow the procedures for locating a missing child. Parents will be notified of missing child. Emergency contacts will be notified in the event parents cannot be immediately contacted. Law Enforcement will be contacted if needed.

### **HDD Drop-In Policy**

Drop-ins are permitted. Children that have been given “Choice” status by their parent/guardian may drop-in after school dismissal or leave before the afterschool dismissal. If they choose to leave before afterschool dismissal, they are not allowed to come back into the program on that day.

### **HDE Arrival and Departure Policy**

#### **Arrivals-Afterschool**

The Afterschool Program begins at the official end of the school day and typically operates until five o'clock. Determination of where the student is going at school dismissal is determined before the student leaves their last class.

#### **Arrivals-Summer Academic Program**

The Summer Academic Program begins at 8:00 am with students arriving by bus.

#### **Departures-Afterschool Program, Summer Academic Program**

The child rides the late bus home. The transportation staff person and bus driver are responsible to check out all children on the bus transportation sheet to verify all children have departed from the program after the late bus leaves. If the child lives in Enemy Swim, they may choose to walk home if permission granted.

### **HDF Authorized and Unauthorized Pickup**

Changes in child pickup by an authorized person must be phoned into the Enemy Swim Day School prior to the release of the child. A child can only be picked up by someone authorized either on the enrollment form (noted in school administrative program) or with a written dated notice to the Enemy Swim Day School staff. If an emergency arises and another person is needed to pick up the child the information should be provided to the Enemy Swim Day School staff.

### **HDG Release of a Child: Special Circumstances**

#### **When there is a Restraining Order on a Parent**

It is our policy to release a child to either parent unless there is a court order restricting custody of the child.

### **HDH Late Pickup Policy**

All students either ride the bus or walk home.

### **HDI Smoking Policy**

The ESDS campus is a designated no smoking campus to include all tobacco products.

### **HDJ Field Trip Supervision and Safety**

#### **Transportation and Field Trip Policy**



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All vehicles used for transportation need to be Enemy Swim Day School approved and scheduled with the transportation department prior to usage. Appropriate permission/waiver slips are required.

### **HDK Transportation Policy**

Refer to Enemy Swim Day School Policy JCDAD, Student Bus Conduct.

## **HEALTH AND SAFETY**

### **HE Illness and Communicable Disease**

#### **Health Examinations**

Refer to Enemy Swim Day School Policy JGCD, Health Services.

#### **Illness**

Children showing signs of illness will not be permitted at the center to help protect the health of everyone at the program. If children have already entered the program for the day before showing signs of illness, they will be kept comfortable but isolated in the school nurse's "sick" room until arrangements can be made to transport the child home.

#### **Communicable Diseases**

Refer to Enemy Swim Day School Policy JGCC.

#### **Head Lice**

Refer to Enemy Swim Day School Policy JGCB.

If head lice is detected after a child has entered the Out-of-School Time Program the same guidelines for contacting a parent/guardian of a sick child will be adhered to.

### **HEA Chronic and Special Health Needs**

#### **Health Services**

Refer to Enemy Swim Day School Policy JGCD.

#### **Psychological Services/Testing**

Refer to Enemy Swim Day School Policy JGD.

The Out-of-School-Time Program will be advised of any accommodations that need to be made for a student based on the testing results received by Enemy Swim Day School on a need to know basis.

#### **Medications**

Refer to Enemy Swim Day School Policy JGCD, Health Services.

### **HEB Preventing and Preparing for Emergencies**

#### **Illness Or Accident**

Refer to Enemy Swim Day School Policy JGFG, Health Services and ESDS Student Handbook.

#### **First Aid Training/CPR Training/AED Training**

All staff are required to obtain certification in First Aid/CPR/AED within 3 months of the hire date at Enemy Swim Day School Out-of-School-Time Program.

**Records**

All staff should review the Medical Minder at the nurse's office of each child in the program, review for specific conditions.

**HEC Sanitation and Cleanliness**

All staff will clean and sanitized program area is very important to the health, safety, and emotional well-being of both children and providers.

**HED Minor Accidents (Injury or Illness)**

**HEE Serious Accidents (Injury or Illness)**

**Health Service (Accidents)**

Refer to Enemy Swim Day School Policy JGFG.

**Accident Reports**

All employee must report accidents to the immediate supervisor. Employee accident form can be obtained from the Business Office staff. Complete and return form immediately to your supervisor. Reports must be filed with the Business Office the day immediately following any accident to staff.

**HEF "911" Emergencies**

**Emergencies Plan (Fire, Outdoor Weather, Natural Disaster)**

Refer to Enemy Swim Day School Policy JGFI. The Enemy Swim Day School Out-of-School-Time Program will adhere to the same guidelines with modifications made to the procedures for the extended day hours.

**HEG Preventing Child Abuse**

Any staff member suspected of abuse or neglect will be reported immediately to their supervisor and administration. Administration will notify law enforcement and Child Protection Services. Suspected staff will be removed from the classroom and reassigned to a job that does not require interaction with the children pending investigation of the accusation. Staff found guilty of child abuse or neglect will be immediately suspended pending board action. Refer to GAEF

**HEH Reporting and Documenting Suspected Abuse**

Any school employee that suspects a child has been abused or neglected is required by law to report their suspicions to Department of Social Services (SWO Child Protection) or law enforcement. The school employee will make the report with the school principal (or acting administrator).

**THE PHYSICAL ENVIRONMENT**

**HF Indoor Facility Maintenance and Use**

All staff members must report unsafe conditions at their program areas to the OST Coordinator.

**HFA Center Environment**

**Indoor Environment**

The program's indoor space meets the needs of children and youth.

- There is enough room for all program activities.

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- The space is arranged well for a range of activities: physical games and sports, creative arts, dramatic play, quiet games, enrichment offerings, eating, and socializing.
- The space is arranged so that various activities can go on at the same time without much disruption.
- There is adequate and convenient storage space for equipment, materials, and personal possessions of children and staff.

### **The indoor space allows children and youth to take initiative and explore their interests.**

- Children can get materials out and put them away by themselves with ease.
- Children can arrange materials and equipment to suit their activities.
- The indoor space reflects the work and interests of the children.
- Some areas have soft, comfortable furniture on which children can relax.

### **Care of School Property**

All staff persons are required to provide proper care to school desks, equipment, books and other property. Restitution by the responsible individual is required if there is any damage, vandalism or loss of school property. ESDS prohibits the writing of graffiti on any items including notebooks, books, binders, desks, clothing, homework, or any other object brought to school. Absolutely no gum chewing on school premises.

### **Valuables Brought to School**

Students are discouraged from bringing valuable items to school (i.e., cash, CD players, Game Boys and Nintendo cartridges, toys, beepers, cell phones, etc.). Students may not bring colognes, body sprays, deodorant, or any aerosol sprays to school. Students are responsible for their own personal items. School personnel will confiscate unauthorized items and they will only be returned to a parent/guardian. The school will not be held responsible for items lost, stolen, or damaged.

### **Lost and Found**

All items found on school grounds will be turned into Student Services.

### **HFB Outdoor and Playground Maintenance and Safety**

The outdoor play area meets the needs of children and youth, and the equipment allows them to be independent and creative.

- Each child has an opportunity for play outdoors.
- Children can use a variety of outdoor equipment and games for both active and quiet play.
- Permanent playground equipment is suitable for the sizes and abilities of all the children.
- The outdoor space is suitable for a wide variety of activities.

A daily safety check is completed for areas that will be utilized outdoors by staff before children are able to access the areas. The process includes checking out the equipment and checking to see if any apparent dangers are present. If the temperature or wind chill is approaching 0 degrees Fahrenheit, staff will use discretion whether or not the outside area will be open to the children.

### **HFC Facility Security**

All building doors are locked. Visitors are allowed access in to the school by the front office personnel. Visitors are checked in at the front desk next to the entrance doors. Video Cameras monitor all hallways in the school.

## **PARTNERSHIP WITH PARENTS AND THE COMMUNITY**

Refer to Enemy Swim Day School Policy Sections K & L.

### **HG Parent and Guardian Involvement and Communication**

Parents are always welcome to visit their child's program. ESDS staff encourages guest presenters. We communicate with families via phone, email, newsletters, flyers, newspaper articles, radio announcements, etc.

### **HGA Community Partnership**

The OST Program will continue to build partnerships with key community organizations to enrich the children's experiences at the Out-of-School-Time Program.

Parent bulletin boards will reflect various community services and events. A file of community resources is available to our families. This is a way to link our families with services that are available in the surrounding communities.

## **BEHAVIOR MANAGEMENT**

### **HH Guidance, Discipline, and Behavior Management**

Any guidance, discipline and behavior management needed will be according to the approved programs Conscious Discipline and Positive Behavior Supports and policies set by the ESDS.

### **HHB Use of Outside Specialists**

The use of resource persons are needed to supplement the resources of the OST staff.

- The school counselor works with our program to provide insight and further understanding into the special needs of individual students.
- The school nurse consults with our staff on medical issues that arise for special individual needs.
- The school student services staff person communicates with our staff on a daily basis to keep Out-of-School Time Program updated on behavior or other issues that are pertinent for our staff to know about individual students.

### **HHC Suspension and Termination**

Suspension and termination of a child from the OST program is a last resort. There may be times when behavior is so severe, disruptive, or dangerous to our program that serious action needs to be taken to ensure the safety of all participants.

**The following Behavior Management policies will be adhered to by the Enemy Swim Day School Out-of-School-Time Program:**

### **ESDS Will be Free of Discrimination and Harassment**

All students and staff members are to respect people of all abilities, ages, colors, creeds, gender, marital status, national origins, races or religions. Using hurtful words or actions will NOT be tolerated. Action will be taken if this policy is violated. If you are hurt by someone's words or actions, take these steps: (1) report the problem to a teacher, counselor or other staff member; (2) report the details of the situation; (3) if the problem remains unresolved discuss it with the OST Coordinator. 4) If the problem remains

unresolved discuss with the School Community Director.

### **Complaint Procedures**

Any student or parent/guardian who believes he/she has been discriminated against, believes her/his rights have been violated, or has any other complaint concerning affairs of the school, or administrative decisions, may report said complaint in the following manner.

- A. Concerns of students and parent(s)/guardians(s) should be submitted to the Leader in writing by the person (or by other persons acting in behalf of the person, in the case of a young child, or a person in physical or emotional pain or other reason they would be unable to write their own statement) within five working days of the incident.
- B. If the Leader does not resolve the complaint/concern, the Students and Parents(s)/guardian(s) should provide all the information to the OST Coordinator in writing within five working days of the incident.
- C. OST Coordinator must complete all efforts to resolve the complaint within five (5) workings days including meeting with the Community Education Director to resolve the complaint.
  1. The OST Coordinator and/or School Community Director will meet with the parties involved to discuss the issues of the complaint.
  2. The OST Coordinator and/or School Community Director will seek a solution to the matter on an informal basis.
  3. The OST Coordinator and/or School Community Director will keep a written record of all activities and findings in the complaint.
  4. The OST Coordinator and/or School Community Director will make a written reply to the parent/guardian and Administration.
- D. If the School Community Director is unable to resolve the complaint to the satisfaction of the parties concerned, the complaint, in writing, will be brought to the attention of the Administration, within five working days of the School Community Director level resolution.
- E. The Administration will follow the same procedure as the School Community Director in an effort to resolve the complaint within of five working days. If the Administration is unable to resolve the complaint to the satisfaction of the parties concerned, the complaint may be brought to the attention of the school board, in writing, within five working days.

### **Playground Behavior Rules**

#### **Students will:**

1. Show respect. Keep your hands to yourself.
2. Be responsible. Return the equipment.
3. Be caring. Treat others as you want to be treated.
4. Be safe. Use the playground equipment properly.

#### **The following consequences will result from not following playground rules:**

1. Sitting out from recess (on steps or as assigned by playground supervisor).
2. Short term loss of playground privileges.
3. Serious infractions will result in referral for school wide disciplinary procedures.
4. Behavior plan.

## **GENERAL SCHOOLWIDE/OUT-OF-SCHOOL-TIME PROGRAMWIDE RULES**

Follow the directions of all staff members.

Stay in assigned areas.

Use school equipment properly.

Keep hands, feet and objects to yourself at all times.

Be respectful – speak politely to staff, students and visitors.

Do not bring illegal objects, weapons or substances to school.

Do not take or damage the school's or another person's property.

Fire extinguishers are designed to suppress a fire. When they are released by students, they can cause a hazardous situation. Any student found guilty of such conduct may pay for the cost of recharging as well as any damages they cause.

Fire Alarms are located throughout campus for safety and emergency reasons only; any student who deliberately engages a fire alarm in a non-emergency situation will be disciplined.

Students who deliberately will not follow emergency procedures or staff directions during an emergency situation are endangering themselves as well as others and they will be disciplined.

### **Conscious Discipline**

Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It will be implemented school-wide. It is based on current brain research, child development information, and developmentally appropriate practices. Conscious Discipline has been specifically designed to make changes in the lives of adults first. The adults, in turn, change the lives of children.

Conscious Discipline is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others.

Conscious Discipline empowers teachers and other adults with the Seven Powers for Self Control. These powers change the adults' perception and relationship with conflict, empowering them to be proactive instead of reactive during conflict times.

These core beliefs strengthen our utilization of the frontal lobes of the brain. The frontal lobes are to the brain as a conductor is to an orchestra. The frontal lobes are our moral leader.

From the beliefs instilled with the Seven Powers for Self Control emerge the Seven Basic Skills of Discipline. These skills change how adults respond to conflict in such a way as to facilitate the development of the frontal lobes in children. The Seven Skills are the only skills an adult needs to constructively transform conflict into teaching moments. Through the Powers and Skills, adults stay in control of themselves and in charge of children.

As adults begin to change their attitudes and behaviors, so will the children in their care. We cannot teach behaviors and skills that we do not possess ourselves. Dr. Becky Bailey, the author of Conscious Discipline, originally designed the program for classrooms, but the Brain Smart strategies imparted by the Seven Powers for Self Control and the Seven Basic Skills of Discipline are seamlessly applied to all

human interactions. She has since developed Conscious Discipline for parents and Brain Smart strategies for businesses.

### **Student Behavior and Discipline Plan**

The school administration reserves the right to discipline any student when, in the judgment of the administrator, the student knowingly and deliberately exhibits behavior that violates the rules of the school or the classroom. Students are to respect the rights and feelings of other students and staff members. Students will also respect the school building and property as well as the property of others.

Parents will be informed of any incident that involves any infraction or violation of any behavior boundary or limit of their child. Student Services will be responsible for accurately recording and distributing reports to parents of incidents that have resulted in the application of disciplinary procedures with their child.

Deviation from acceptable behavior will result in immediate disciplinary action.

Disciplinary action will be at the discretion of the school administrator and may include the following actions:

- Short-term Character Building Class.
- In-OST (loose choice privileges).
- Short-term OST Suspension.
- Recommendation for long-term OST Suspension.

On the day immediately following an out of afterschool suspension, student(s) involved in the infraction and the parents will be required to conference to discuss the situation, in an effort to resolve the conflict. At this time the OST Coordinator and/or School Community Director will be responsible for administering appropriate penalties to students deemed as having violated behavior boundaries. If a student is in ESDS RTC during the regular school daytime, then the student will not be allowed to stay for Out-of-School-Time Program on that date(s) unless permission is granted by ESDS personnel.

### **The Responsible Thinking Process**

#### ***“A discipline program that creates mutual respect”***

For children to succeed, they must believe you care about them, that you have confidence in their ability to solve problems, and they must experience mutual respect. The stronger the relationship, the easier it is to resolve differences. If done in a calm, respectful environment, this responsible thinking process can help build that relationship. It also teaches self-discipline through responsible thinking.

### **First Level: Classroom Intervention**

Behaviors to include, but not limited to: Non-removal of coats, gum chewing, note writing, note passing, eating in non-approved areas, minor destruction of property, insubordination, disrespect, hurtful teasing, non-compliance and cheating.

#### **Consequences for the above behavior will be:**

Staff/student discussion

Removal to a quiet area in classroom

Classroom or area plan

Classroom or area plan approval, discussion, corrective actions instigated

### **Second Level: Responsible Thinking Classroom Intervention**

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Behaviors to include, but not limited to: Destruction or the defacement of property, uncooperative at classroom intervention level, leaving open areas without permission, verbal abuse, use of physical force, intimidation, threatening, harassment, profanity, repeated insubordination, disrespect, disruption of class or area, repeated or continual disrespect.

### **Consequences for the above behavior will be:**

Staff referral form completed. (Notice of Concern Form)

Removal to the Responsible Thinking Classroom for the remainder of the Out-of-School-Time Program day.

RTC plan development and/or conflict resolution packets.

RTC plan approval, discussion, possible referral, corrective actions instigated.

RTC parent notification.

RTC follow-up by Afterschool student services.

### **Third Level: Parent Intervention**

Behaviors to include, but not limited to: Destruction of Property (\$100.00), uncooperative at Responsible Thinking Classroom intervention level, fighting, excessive use of physical force, continued intimidation, threatening, harassment, gross disrespect/insubordination.

Student is retained in the RTC until disciplinary procedures and plan are written.

Student discipline can be a combination of suspension or other as determined by the OST Coordinator and/or Community Education Director according to incident.

Parent/Teacher Assistant team meeting.

Parent/Teacher Assistant Team plan development.

Parent/Teacher Assistant Team plan approval, discussion, referral, corrective actions instigated.

Parent feedback reports.

Administration follow-up.

Parent/Teacher Assistant Team monitoring meeting, if problems persist.

If the behavior violates any tribal law, the School Administration will file a criminal complaint (SWST Chapter 38 – Juvenile Code and/or Chapter 16 – Penal Code)

### **School Administration Intervention**

The Administration may expel a student from the Out-of-School-Time Program for the balance of any semester or remainder of the year for conduct that disrupts the educational process or endangers the health or safety of the student, other students or school staff. Behaviors to include but not limited to: use/possession of alcohol, illegal drugs, weapons, excessive fighting, repeated/continued disregard for school rules/gross disrespect, criminal behavior, sexual harassment.

### **Smoking/Possession of Tobacco Products**

#### **1<sup>st</sup> Offense**

Level 3 RTC referral – student will not be allowed to return to the Out-of-School-Time Program until the student views a videotape and completes a behavior packet on the effects of smoking.

The student is required to have an exit interview with the counselor.

The parent and tribal court is notified of the violation.

1 day In Afterschool Suspension (Character Building Workshop)



### **2<sup>nd</sup> Offense**

Level 3 RTC referral – student will not be allowed to return to Out-of-School-Time Program until the student views another videotape and completes a behavior packet on the effects of smoking.

The student is required to have an exit interview with the counselor.

The parent, School Board and tribal court is notified of the violation.

The student is required to teach another student about the effects of smoking.

The student will serve 3 hours afterschool working on tobacco free materials.

2 days In-Afterschool Suspension

### **3<sup>rd</sup> Offense**

1 day Out of Afterschool Suspension and 2 days In Afterschool Suspension.

The student will serve 9 hours afterschool on tobacco free materials.

The student is required to prepare and present a 10 minute presentation on the effects of smoking.

The parent, School Board and tribal court will be notified of the violation.

Additional Offenses will result in School Administration Intervention.

### **Drug/Alcohol/Chemical Use**

Student is in violation of the drug/alcohol/chemical use policy JCDAC if he/she attempted use, abuse, distribution and possession of alcohol/drug/chemical substances (this includes inhalants). Out of Afterschool suspension until the ESDS Administration and School Community Director meet to determine further actions. Law enforcement will be notified in cases of violations of Tribal Codes.

## **PERSONNEL POLICIES**

In addition to the following policies, refer to Enemy Swim Day School Section G Personnel Policies

### **HI Work Schedule**

#### **Time Clock**

All staff will punch in/out on the Enemy Swim Day School time clock. If you forget, you are responsible to seek out your supervisor so she can initial your time which is necessary for payroll documentation.

#### **Staff Calendar**

An annual afterschool staff and summer enrichment calendar will be provided to staff that indicates the dates and times that an employee is scheduled to work or attend field trips, special events, and training.

#### **Emergency Absence**

If any staff member who is unable to work due to an emergency, tragedy, or illness, they must contact the OST Coordinator or School Community Director in person and find a substitute.

1. Call the program site, the director's home, the Community Education office, the school office, etc.
2. Leave a message at any number you call, but do not stop trying different numbers until you actually talk to the School Community Director or OST Coordinator.
3. Not showing up for work, not contacting the OST Coordinator or School Community Director in person, and not attempting to find a substitute (or showing up for work late) puts students at risk, and is therefore grounds for dismissal per ESDS personnel policies.

### **Other Absences**

Staff members need to take planned/unplanned leave must secure an approved substitute and then schedule the day off in advance with the site director by completing a leave of absence slip. Employee needs to indicate who the arranged substitute is on the leave slip.

### **Breaks**

If you are scheduled over the breakfast, lunch, or dinner, you are expected to eat with the participants. If you need to leave the premises while the program is in session, you must notify the OST Coordinator or School Community Director so arrangements can be made for your area to meet the child-to-adult ratio. Employees may receive a fifteen-minute break when they have worked more than four hours (not during program hours).

### **HIA Professional Conduct**

#### **Enemy Swim Day School Out-of-School-Time Program expectations from Child-Care Staff**

Program employees conducting themselves in a professional manner is one of the most important ways to create a respectful community.

- Child-care staff will be identified by a name badge that must be worn at all times.
- Each staff member should project an image of neatness and cleanliness while working (see dress code).
- The use of profanity is strictly forbidden. Flagrant usage may result in dismissal.
- The use of tobacco products is strictly forbidden. Possession or use of drugs may result in immediate dismissal. Child-care staff must submit to pre-employment and random drug testing. Non-negative test results may be grounds for dismissal from employment.
- Time away from work, other than that caused by an accident, illness, or emergency, must be cleared through the OST Coordinator or School Community Director. Staff are required to abide by the child care staff attendance policy.
- Please keep purses, billfolds, and other valuable in a safe location. It is recommended that personal cars be kept locked at all times.
- Occasional visits to staff members by family, friends (school-age or older), etc. are permitted. Please inform the OST Coordinator or School Community Director concerning the date and time of visit. Staff member is expected to fulfill all job responsibilities during this time. We discourage personal phone calls during work.

An Out-of-School Time Program human resources file will be maintained for each child-care staff member, with access limited to the Administration, Business Manager, School Community Director, OST Coordinator, TANF Adult Education Instructor and the individual employee. The TANF Adult Education Instructor will be responsible for OST HR file maintenance. Contents of the OST HR file may include but are not limited to:

1. ESDS Application including start date of employment
2. 3 letters of reference or noted contacts made by HR (non-relative references)
3. DSS: Central Registry Child Abuse/Neglect Screening results
4. Signed statement of responsibility to report CA/N
5. Signed and dated orientation training and acknowledging awareness of ESDS OST Policies
6. DCI/ and FBI Fingerprint Results
7. Sex Offender Registry Checked
8. First Aid/CPR/AED Certification
9. Employee Evaluations

10. Employment Contract
11. Copy of Highest Educational Degree
12. Annual Training Documentation
13. Job Posting
14. Interview Notes
15. Job Description
16. Emergency Contact Form
17. Disciplinary Actions
18. Termination Summary
19. Health Certificate

All personnel records will be considered confidential as per the Privacy Act. They will not be open for inspection by unauthorized personnel. Ordinary employee information available to the public will be limited to the name of employee, the assignment, and the dates of employment.

#### **What Children Expect from Child-Care Staff**

1. Be friendly but never partial. It is easy to like the likable, amusing, and talented child. The child with problems is often neglected. This is the child who needs staff members' attention.
2. Be agreeable and firm – not bossy and nagging. Make only reasonable request and expect them to be granted graciously and promptly. Say what you mean and mean what you say.
3. Help the child understand the Enemy Swim Day School Out-of-School-Time Program philosophy and mission. Discussing child-care policies and personnel in an unfavorable way undermines the credibility of the program.
4. Demonstrate respect for the child's personality and ideas. Understand her need for expression and creative activity.
5. Be aware of the adjustments that children must make to new situations. Be cognizant of the background of children so that you can better understand their actions and reactions.
6. Enter into their fun and joy of adventure. If you do not enjoy the activities, the children will not enjoy doing them with you. Help them feel that they belong to the group.
7. Have a happy face. Be there!

#### **What Parents Expect from Child-Care Staff**

1. Be aware of their child's needs. Be familiar with their child's background and any fears or insecurities they may have.
2. Keep their child safe. They have placed their trust in you and their most valuable possession in your hands. Take care of their children.
3. Be available to answer questions about their child. You spend more time with their child during the day than the parents do. Parents want to know what their child is doing daily.
4. Have the information they need. Know the schedule, the daily routine, information about trips, the emphasis and philosophy of the Enemy Swim Day School Out-of-School-Time Program.
5. Tell the parents when their child does well, not just when she misbehaves.

#### **HIAA Dress Code**

Rules concerning ESDS Out-of-School Time staff members dress may be established by the administration to assure that ESDS OST Staff members dress meets standards of role modeling, professionalism, healthfulness, safety and does not disrupt the education process or oppose any policy of the school.

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All ESDS OST staff members are expected to follow the rules of common courtesy and show proper respect in their dress. ESDS OST staff members are expected to be positive role models that includes manner of dress. It is inappropriate to wear anything that distracts from or disrupts the learning environment or educational process.

Examples of items of clothing that are distracting or disruptive are listed below.

- Sagging pants (pants worn below the waist)
- Obscene/Profane clothing (pictures, emblems, words)
- Drug, alcohol or tobacco-related items on clothing
- Translucent clothing
- Tight clothing, or clothing that reveals your underwear
- Underwear (when worn as outer wear)
- Headgear (hats, gang related headbands, caps, bandanas and hoods)
- Shirts that do not meet or fall below the waistband of your pants
- Halter tops, midriff tops, spaghetti straps or otherwise revealing clothing
- Low cut shirts when cleavage is showing
- The exhibition of gang related clothing including gloves, scarves, colors, bandanas, headbands, caps, hoods, head wraps, same wear gang clothing, etc. will not be tolerated
- Heavy chains or chain style belts will be allowed
- Coats and jackets meant for outerwear
- Hooded Sweat Shirts that are big and baggy (do not wear hooded sweat shirts.)
- Unsafe footwear
- Open armed shirts
- Pants with holes
- Sweat Pants or Athletic Pants.
- Very short skirts(hem must be 2 inches below fingertips with arms held parallel to body)
- Shorts may only be worn during Summer Academic Program or warm weather months of the school year. Shorts must meet hem requirements, 2 inches below fingertips with arms held parallel to body. (Shorts may be made of jean or other professional dress material) (Shorts may not be extremely baggy and made of sweat pant material or athletic wear material)
- Clothing that is dirty, torn or with body odor
- **Hickeys must be covered by clothing.** (When hickeys are covered by a band-aid, this is too noticeable and creates attention to the hickey. Therefore a hickey must be covered by clothing.)
- **ESDS Name Tag** needs to be visible where students, staff and guests will notice.

### **HIB Staff Communication and Involvement**

Staff involvement and input into the OST program's operations are encouraged. The goal of the staff communication and involvement policy is:

- To encourage reciprocal and respectful communication between staff and their coworkers
- To encourage reciprocal and respectful interaction between staff and supervisors
- To show a commitment to the improvement of our program
- To be prepared to meet the needs of children, youth, and families

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To maintain good morale, staff communication should be professional and positive. If there are issues which need to be addressed, please try to solve the matters promptly and effectively. Then follow chain of command per ESDS Policy.

Please do not indulge in negative talk with other school personnel. Not only is this counterproductive and unprofessional, but reflects poorly on our program. Open communication is encouraged at all times.

Staff ideas on the program are valuable. Communication of any concerns or ideas for programming is encouraged. Our approach in running and improving the program at Enemy Swim Day School Out-of-School-Time Program is that of teamwork.

This is what makes programs good. However, the director will have to make final decision on programming based on the needs and resources of the program.

Working with young children can often become very draining physically and emotionally. It is sometimes difficult to work closely with the many differing personalities, heavy responsibilities, and high expectations that come with the role of caregiver. The chance for burnout is so great that it is very important that we preserve our sense of self and what our own needs are to give our best to the children.

Working closely with adults can also be difficult. Especially during winter months when we are inside, our bodies and spirits sometimes wear down. We especially need to reach out to one another in support.

Interacting with adults (other staff, parents) requires the same skills as dealing with children. Those include:

- Clear communication of what is on our minds without letting problems fester (dealing directly with the source)
- Remaining discreet and maintaining confidentiality with information regarding parents, families, and other staff
- Being on guard against gossip, rumors, or topics detrimental to morale of the parents, staff, or Enemy Swim Day School Out-of-School-Time Program
- Maintaining a loyalty to the Enemy Swim Day School Out-of-School-Time Program
- Retaining a sense of professionalism at all times

### **DAILY AFTER SCHOOL PROGRAM STAFF MEETING**

Daily all Out-of-School-Time Program staff will meet to discuss the day's schedule, pertinent information and pertinent student information (behavior, medical, etc.)

### **HID Staff Training and Professional Development**

It is the goal of Enemy Swim Day School Out-of-School-Time Program to provide its employees with continuous training in the areas of child care. Training is required for each staff member and volunteer who works directly with children and is included in the staff to child ratio. All staff will be required to complete the orientation training required through the Department of Social Services within 90 days after employment. The following topic areas are required for orientation training: 1. Prevention and control of infectious diseases. 2. Prevention of sudden infant death syndrome and use of safe sleep practices. 3. Administration of medication. 4. Prevention and response to emergencies due to food and allergic

reactions. 5. Building and physical premises safety. 6. Prevention of shaken baby syndrome and abusive head trauma. 7. Emergency preparedness and response planning. 8. Handling and storage of hazardous materials and disposal of bio contaminants. 9. Appropriate precautions in transporting children (if applicable). 10. Recognizing and reporting child abuse and neglect. 11. First Aid. 12. CPR certification. Documented training hours are required each year. Staff must have training in all topic areas within the first 2 years of employment in the following areas: Child Growth and Development, Learning Environments, Communication and Developing Relationships, Program Management and Regulation, Detecting and Reporting of Child Abuse and Neglect, Identification and Prevention of Communicable Diseases, Behavior Management and Guidance, Cultural Diversity, Food Handling Techniques, Communication and Relationships, Basic First Aid, Age Appropriate Planning, Professionalism, Partnerships with Parents, Program Health and Safety, and Inclusion of Children.

The following is a list of training opportunities that are scheduled throughout the year.

- Annual Pre-service for all employees prior to the beginning of each school year. Employees will, as a condition of employment at the School, be required to participate in the Pre-Service Workshop each year.
- Pre-employment orientation and training
- On-site training
- Annual school-age care conference
- Use of library/resource materials
- Handouts and information sheets
- Manuals
- Visits and guidance from the administrative staff
- DDN or webinar classes
- Employee attendance at community workshops and seminars

After the first two years of an individual's employment at the center, the center will provide training in the subject areas most needed for professional development of staff and effective center operation. Instruction provided to members or volunteers while performing their jobs may not be used to meet the requirements of this policy.

Group Leaders receive at least 18 hours of training annually. Senior Group Leaders receive at least 21 hours of training annually. Site Directors receive at least 24 hours of training annually. Program Administrators receive at least 30 hours of training annually.

CPR/AED and first-aid training certification is required within first 3 months of employment for contracted employees. First Aid Certification required within 2 years of employment for substitutes and volunteers.

### **HIF Substitute Policy**

All substitutes need to meet the same hiring practices as any other Enemy Swim Day School Out-of-School-Time Program staff. They must be approved by the Board and at which time will be put on the substitute list. Background-check required.

### **HIG Code of Ethics for the Out-of-School Time Professional**

The OST Professional will:

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- Demonstrate the highest standard of individual conduct, personal accountability, trustworthiness, integrity, fairness, consideration of the rights of others and the highest principles of good business practices and relationships.
- Understand that every individual is a unique and valuable asset to the OST community.
- Design environments and activities based on the knowledge of how children grow and learn.
- Develop programs that strive to build a strong community among children where play is maximized, children and youth are empowered, self-esteem and maturity is guided, and self-discipline is taught and encouraged.
- Provide opportunities that enhance individual uniqueness, positive choice, critical thinking, creativity, curiosity and a love of learning.
- Appreciate, support, encourage and respect close ties between the child and family.
- Recognize that understanding that children achieved their full potential when supported in the context of family, culture, community and society.
- Base all relationships with children and families on trust, respect and acceptance.
- Communicate openly and clearly with the OST community, staff, children and youth, families, hosts, employees and other professionals.
- Uphold basic principles of trust, honesty, integrity and respect in all professional and business practices.
- Serve as an advocate for children, their families and their teachers in the local community and society.
- Recognize how personal values, opinions and biases can affect professional judgment.
- Be committed to their own learning and professional development.
- Respect colleagues in OST and support them in maintaining the Code of Ethics.
- Respect and protect the confidentiality of the child, families, colleagues, program and partner organizations and agencies.
- Honor the ideals and principles of the Code of Ethics.

### **HHH Volunteers**

Volunteers receive an orientation and training that addresses the program's goals; and the program's expectations of the volunteer, including the volunteer's roles and responsibilities. Volunteers are supervised by program personnel at all times. The program maintains essential information about volunteers, including identifying information and emergency contact information. All volunteers will adhere to the dress code and all other policies of the school. All volunteers must sign a Volunteer Agreement. Volunteers are expected to complete same background standards as ESDS OST personnel.