

# i2 STEM Summer Program Staff Handbook 2016

## TABLE OF CONTENTS

<b>Welcome</b>		<b>Sexual Harassment</b>	12
Welcome to i2	1		
Important Information	1	<b>Safety Policies</b>	
It's Summer – Summer vs. School	2	General Guidelines	15
		Release of Children	15
<b>Drop Off, Pick Up &amp; Attendance</b>	3	Sickness/Injury	15
		Abuse	16
<b>Personnel Policies</b>		<b>Disaster Plans/Emergency Procedures</b>	
Equal Employment Opportunity	5	General Guidelines	16
Conditions of Employment	5	Injury or Illness	17
Paychecks	5	Off-Campus Accident, Injury or Illness	18
Hours and Time Off	5	Contingency Plans	18
Absence	5	Missing Child	19
Final Day of i2	5	Strangers at i2	19
Health Histories and Physical Exams	6	Threatening Individuals at i2	20
Insurance	6	Fire	20
Termination of Employment	6	Lightning and Severe Weather	21
Parking	7	Evacuation	21
Meals	7		
Confidentiality and Release Information	7	<b>Health Care Guidelines</b>	22
Social Networking and Internet Concerns	7	Treatment Guidelines	23
Personal Possessions and Equipment	7		
Cell Phones	8	<b>Staff Internet Policy Form</b>	26
Attire and Appearance at i2	8		
Personal Conduct	8		
Handling of Equipment and Property	8		
Schedule	8		
Expense Policy	9		
<b>Behavior Management Guidelines</b>	10		
Discipline Procedures	10		

## WELCOME TO i2

Thank you for joining us at i2 this summer. Please help us make the summer as rewarding and enjoyable as possible for our children, their families, your fellow teachers, and all the other program staff. We cannot emphasize enough how important your feedback throughout your i2 experience is to us, so please don't be shy. We like to hear about the things we are doing well, but we also love (or at least need) to hear about the things we aren't doing so well.

This handbook is a reference guide for basic questions relating to the mechanics of the i2 day, what our basic expectations are from you and what you can expect from us. It is not intended in any way to replace two-way communication, which is usually the best way of working. Read through the guide ahead of the staff orientation and we can go over these and other issues at that time. And feel free to reach out to us earlier if you would prefer.

Thanks again for being part of i2. We look forward to working with you.

## IMPORTANT i2 INFORMATION

The Roxbury Latin School  
101 St. Theresa Avenue  
West Roxbury, MA 02132

i2 RL Director  
Aaron Rosenthal  
[rl@i2camp.org](mailto:rl@i2camp.org)  
(781) 856-0024

### Administration

Katie Cannon (administrative)  
(expenses)

[katie@i2learning.org](mailto:katie@i2learning.org)

Vicky Vlantis (curriculum)

[vicky@i2learning.org](mailto:vicky@i2learning.org)

Nikhil

Thakur

[finance@i2learning.org](mailto:finance@i2learning.org)



## **IT'S SUMMER – HAVE FUN – SUMMER VS. SCHOOL**

The main difference between these roles is the emphasis on children having fun with STEM. We do not want i2 participants to leave each day feeling like they spent the last hours being lectured or forced to learn something. As an i2 teacher, be innovative and creative while pushing the bounds of the course. We expect teachers to be called by their first name, clearly marking the difference with school. If a child has an idea he wants to investigate, take the time to explore it with him/her. This is not a set curriculum of memorizing facts and information for a final exam. Go beyond telling about a concept, and actually make time for each child to know the topic and experience it.

In addition, as much as you can, let children do work on their own. Guide them, and explain how to do different projects, but try to refrain from doing the work for them, unless they are getting visibly frustrated and disappointed.

Finally, make sure everyone feels comfortable voicing their opinions and questions within their group. Help foster teamwork and have children work together to solve problems. While there may be desks in the classrooms for each course, arrange them in a way that does not feel “school-like” or maybe don’t have them sit in them at all. Do whatever you can to make i2 an enjoyable experience with STEM ideas and concepts that clearly differs from a normal school day.

## **DROP OFF AND PICK UP**

### **DROP OFF**

All i2 staff should be wearing blue i2 polo shirts, so we will be easy to identify.

As i2 starts each day at 9am, we have asked parents to drop off their children between 8:45am-9am. Please show your enthusiasm and smiles for our families, as drop off and pick up are the two main times that families will interact with i2 staff.

The i2 RL Director and other staff will be in the oval in front of the school, greeting families and directing children into the Refectory. Near Peers will be in the Refectory from 8am on, playing games and conversing with the children until the beginning of the program day. Shortly before 9am, a Lead Teacher or Associate Teacher from each class will lead children from the Refectory to the classroom where attendance will be taken. Attendance is taken by marking a child's name on the attendance lists that selected staff will have.

There will be no i2 staff in the oval after 9:10am. If a child arrives after that time, the parent should lead the child into the i2 office where he/she will sign in, and then be led to his/her classroom.

### **ATTENDANCE**

In addition to the attendance taken at drop off, Lead Teachers will take attendance in their classrooms at the beginning of class. By 9:15am, Near Peers should bring these attendance sheets to the i2 RL Director at the i2 office.

### **PICK UP**

The i2 day ends at 4:00pm. Lead Teachers and Associate Teachers should bring their children to the patio outside the oval, where each child is picked up by an authorized adult. Lead Teachers and Associate Teachers will be holding signs with their course names to make it easier for parents/guardians to find their children. Each Lead Teacher should have a list of his/her children and should check each one off when they are picked up by an authorized adult. These pick-up lists will be provided to the Lead Teachers by i2 staff on the first day of each week.

All Lead Teachers should hand in the dismissal list to the i2 RL Director's office by 4:10pm.

**PICK UP BY ADULT NOT ON AUTHORIZED PERSONS LIST OR AN UNSCHEDULED EARLY PICK UP**

No one is to let a child off the i2 grounds either: (1) early, or (2) with someone other than those on our authorized persons list, without permission from the i2 RL Director. Authorized persons who may pick up children must be listed in our system prior to i2 starting. If a child is to go home with someone other than a person authorized to pick him/her up, the i2 RL Director must either have a note signed by the parent or an e-mail identifying the alternate pick up person. Under no circumstances will children be released to anyone who is not listed in our system as an authorized person unless we receive written permission from the parent.

## **PERSONNEL POLICIES**

### **Equal Employment Opportunity**

i2 does not discriminate in hiring staff or accepting program participants on the basis of race, color, religion, sex, age, national or ethnic orientation, sexual orientation, physical (including HIV) or mental handicap status unrelated to job requirements.

### **Conditions of Employment**

At the time of employment, a contract should have been signed by both i2 (the employer) and the staff member (the employee). The hiring process also includes a criminal background check and sex offender check. Health forms reflecting current satisfactory health, a completed W-4 form and an I-9 with proof of citizenship are also required. Furthermore, all staff members are expected to attend and participate in staff training and program set-up as needed.

### **Paychecks**

Paychecks will be issued on the last day of i2. Since i2 is required by law to deduct federal, state and social security payments where applicable, a social security number and a W-4 form must be provided at the time of employment.

If a staff member feels that an error has been made in preparing his/her check, he/she should contact the i2 RL Director. If an error has been made, we will attempt to rectify it as soon as possible.

### **Hours and Time Off**

Staff members are expected to be present and actively engaged when i2 is in session. The program starts at 8:00am and closes at 5:00pm. All staff are expected to be present from 8:30am to 4:30pm Monday through Friday for their period of employment. In addition, we will ask that some staff arrive at 8:00am and some stay until 5:00pm on certain days.

### **Absence**

Please call the i2 RL Director on his cell phone by 7:30am if you will be absent from i2 that day. If your absences begin to accumulate, we may need to find a replacement for you.

### **Final Day of Program – Each Week**

The entire staff may be asked to remain until around 5:00pm to close up and pack up materials at the end of each week.

### **Final Day of Program – End of the Season**

The entire staff may be asked to remain as long as is necessary to close up, pack up materials and transfer them to a storage room.

### **Health Histories and Physical Examinations**

All staff must have a valid and up to date health history form on file with i2.

### **Insurance**

Injuries that occur at i2 and which are directly related to the performance of usual, assigned, or specially requested duties will be covered under the State Workmen's Compensation Act, and should be reported directly to the i2 RL Director who will then write up an accident report. Accidents or injuries not covered by Workmen's Compensation are the responsibility of the individual staff member. Injuries which occur in violation of i2 policies are also the responsibility of the individual staff member.

### **Termination of Employment**

The contract between i2 and an employee will be in force only so long as the employee is in compliance with the personnel policies in the staff manual and those listed on the contract. An employee's contract may be terminated by i2 immediately and without notice for the following reasons:

- Any physical action or verbal communication that might, in the broadest sense, be interpreted as abuse of a child. This includes but is not limited to any physical action or verbal expression which denigrates, belittles or embarrasses a child. (For the definition of physical, mental, emotional, or sexual abuse, see section on abuse).
- Engaging in behavior that compromises the safety of a child or allowing unsafe behavior among children.
- Actions that may endanger children or other staff members.
- Transporting children to or from i2 during program hours in any vehicle not authorized by the i2 RL Director; private (non-program) arrangements to drive children for pay that have not been previously approved by the i2 RL Director. Staff members who form private carpools in return for remuneration, without the written permission of the i2 RL Director are in violation of i2 policy.
- Use of alcohol, tobacco, or drugs while on campus, on i2 business or otherwise associated with i2. Staff are also prohibited from being under the influence of illegal drugs or alcohol while on RL property or on an i2 trip. **SMOKING IS PROHIBITED AT ANY i2 LOCATION.**
- Behavior or actions that project poorly i2's public image.
- Stealing or destruction of host location or i2/RL property.
- Failure to perform one's job description satisfactorily.
- Unauthorized absence from i2 program, repeated late arrival, and/or early departures.
- Failure to maintain an appropriate appearance at i2.



- Continued or repeated absence from i2 training sessions, meetings, or events, thus indicating a lack of commitment to the program and its philosophy.

If a staff member is dismissed by i2 before the expiration of his/her contract, he/she will be compensated on a pro-rated basis for the time he/she has worked. If a staff member resigns before the end of the period for which he/she has been contracted, a minimum of one week's notice in writing is required. Otherwise, the staff member's entire paycheck is subject to being withheld.

### **Parking**

Parking is available for all staff in the main parking lot.

### **Meals**

i2 provides all staff and program participants with lunch each day at most locations. Vegetarian options are available.

### **Confidentiality and Release of Personal Information**

Personal information given on program participant and staff applications, medical forms, and employee reference forms is regarded as confidential. This information is shared confidentially with staff on an as-needed basis so that the individuals who deal closely with the child have complete information on him/her. Photographs taken by i2 are for use in publicity materials by i2 only. Parental consent for photography and videotaping is provided as part of the child's application.

### **Social Networking and Online Communication**

Maintaining the safety of our children and the integrity of i2 extends online as well. Children's names, personal information, and photographs should never be posted publicly. Staff should also consider carefully what they are writing on-line when it comes to their experiences at i2. Please understand that any social networking comments or posts can be read by our parents and children and do reflect on i2 and our host locations and partners.

### **Personal Possessions and Valuables**

Everything you need to perform your job will typically be provided by i2. Therefore, staff are expected to leave valuables at home including excessive money, jewelry, and items of sentimental value. i2 and the host locations are not responsible for loss of or damage to personal property of children or teachers while that property is at i2. Staff who drive their own cars to i2 are advised that i2 and the host locations are in no way responsible for theft, damage, or other liability while those cars are on the property of host locations. i2 prohibits the possession and use of any personal weapons anywhere on the program grounds.

**Mobile Devices/Cell Phones**

The use of mobile devices during the program day is only acceptable for job-related purposes.

**Attire and Appearance at i2**

As representatives of i2, staff should maintain a professional appearance at all times. Staff members are required to wear their designated staff shirt on a daily basis and will be given two of the required shirts during staff training. Please wear professional pants, shorts or skirts. Closed-toed shoes or sneakers (not flip-flops, sandals, etc.) are to be worn at all times.

**Personal Conduct**

Children are, by nature, curious and impressionable. There are parts of a staff member’s personal life to which children should not be privy. Staff should remember that professional conduct requires the separation of work and personal time. Your judgment and discretion are expected.

**Handling of i2 and Host Location Material, Equipment and Property**

Please do your best to not damage any i2 or host location property or equipment. Our goal is to leave the host location in even better condition than when we found it.

**Schedule**

8:00am	Early Drop-Off Begins
8:30am	Classroom Preparation
8:45 am	Regular Drop Off Begins
9:00am	Morning Session Begins
10am-11am	Snack Available
11:45am	Lunch
12:15pm	Group Activity (Orientation, Speaker, etc.)
1:00pm	Outdoor/Gym Time
1:30pm/1:45pm	Afternoon Session Begins for Senior/Junior Programs
2pm-3pm	Snack Available
4:00pm	Pick Up
4:30pm	Day Ends

On Fridays, there will be no group activity at 12:15pm. Rather, outdoor/gym time will move to this slot and the afternoon session will begin at 1:00pm. The i2 Showcase will then begin at 3:00pm. In addition, there may be staff meetings scheduled by the i2 RL Director.

**i2 EXPENSE POLICY**

**General Policy**

- i2 reimburses employees for all reasonable and necessary out-of-pocket business expenses incurred on behalf of and for the benefit of the program.
- Authorization for expenses exceeding the thresholds below needs to be obtained *prior* to a purchase being made. Authorization needs to be documented via e-mail. Dollar thresholds for approvals are as follows:
  - **i2 RL Director:** Approval needed from Nikhil Thakur for expenses > \$250+
  - **Teachers & Associate Teachers:** Approval needed from i2 RL Director for expenses >\$50

### Reimbursable Expenses

- Only expenses directly related to i2 programs will be reimbursed. Examples include:
  - Any materials that were missing/damaged from the course materials provided by i2
  - Any printouts / copies for a course not included in those provided by i2
- Personal expenses (e.g., meals, travel, and accommodation) and any others not directly related to conducting i2 programs are not reimbursable.
- The company will not be responsible for lost or stolen property while at i2. The employee should carry his/her own personal damage or loss insurance.

### Expense Reports

- Employees will be reimbursed for their expenses following the proper submission of an Expense Report via this form: <http://bit.ly/1mND0Vv>.
- Each expense must be documented and explained in accordance with the standards established by this policy. Any expense reports submitted with incomplete data, without supporting documentation, or containing non-allowable expenses will not be accepted.
- Receipts are required for all expenses greater than \$20. Email receipts to 'accountspayable@i2learning.org'.

## BEHAVIOR MANAGEMENT GUIDELINES

### Philosophy

At i2, a positive approach to behavior management begins by offering an engaging, developmentally appropriate summer experience. By providing support that benefits all children, such as adequate structure, clear expectations, good modeling and positive reinforcement, we strive to create the optimum conditions for children to fully and appropriately participate in i2 activities. We recognize, however, that every child is unique and some require additional support to be successful. Within the bounds of maintaining a safe STEM summer program community, we are committed to making every effort to meet the needs of all children.

### Specifically, i2 staff members are expected to:

- Create a constructive, positive atmosphere for children where strengths are maximized and weaknesses are minimized.
- Strive to keep expectations of children developmentally and physically appropriate while keeping in mind the children's dignity and self respect.
- Establish a group atmosphere that is non-punitive in nature and where comments focus on reinforcing children's appropriate behaviors and actions rather than commenting on negative behaviors and actions.
- Comment on behaviors and actions in constructive ways and suggest appropriate alternative behaviors and actions.
- Encourage children to be responsible for their own behaviors.
- Recognize that each new day brings a fresh start for each child.

## DISCIPLINE PROCEDURES

Depending on the situation, staff should take the following steps to help address unacceptable behavior and correct the situation.

1. Staff will redirect the child to more appropriate behavior. This must be done in a positive manner, and it must be done while visible to the class, but out of earshot. Do not touch the child. Let the child know why their behavior is unacceptable, and outline consequences for inappropriate behavior. You may have to rearrange groups to accommodate the new dynamic.

2. In the event of continuing or more severe misbehavior, staff will contact the i2 RL Director and document the situation with the i2 RL Director.
3. If the behavior persists, a parent will be notified of the problem by the i2 RL Director. (*Note:* Pick-up and drop-off are generally not appropriate for this type of communication with parents.) If warranted, staff will schedule a conference with the parent so they can determine the appropriate action to take.
4. If a child's behavior at any time threatens the immediate safety of that child, other children or staff, the parent may be notified and expected to pick up the child immediately.
5. If a problem persists and the child continues to disrupt the program, i2 reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations. Decisions regarding suspension and expulsion will be made by the i2 RL Director.

**The following behaviors are not acceptable and may result in the immediate suspension (and potentially permanent dismissal) of a child from the i2 program:**

- Endangering the health and safety of children and/or staff members
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity or obscenity frequently
- Leaving the group without permission
- Stealing or damaging property of i2, the host school, or others

**At *NO TIME* is it acceptable for staff to use the following forms of discipline:**

- Hitting or other corporal punishment
- Utilizing cruel or severe punishment including humiliation, intimidation, verbal or physical abuse or neglect
- Depriving children of meals or snacks
- Lying to children or promising what cannot be delivered
- Labeling children and using such labels in a wrongful manner
- Breaking confidentiality by talking about children or their families inappropriately in front of another person
- Assigning group discipline due to one misbehaving child

## SEXUAL HARASSMENT

i2 expects all members of the community to be courteous and respectful of others, and will not tolerate, condone or excuse sexual harassment of any kind. It is the goal of i2 to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful. To achieve our goal of providing a workplace free of sexual harassment, the conduct described in this policy will not be tolerated. We have provided a procedure by which inappropriate conduct will be dealt with if encountered.

i2 takes allegations of sexual harassment seriously. We will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or to take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### **Definition of Sexual Harassment:**

Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a physical nature when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or...
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, etc., constitutes sexual harassment.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating or humiliating to workers of either sex, may also constitute sexual harassment.

While it is not possible list all the additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body or sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by i2.

### **Complaints of Sexual Harassment:**

If you feel you have been sexually harassed while employed at i2, you have the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint, you may do so by contacting any of the members of the senior administrative team. They are also available to discuss any concerns you may have and to provide information about our policy on sexual harassment and our complaint process.

### **Sexual Harassment Investigation:**

When we receive a complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with the witness, if there is one. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the one alleged to have committed the harassment of the results of the investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where appropriate, impose disciplinary action. The i2 RL Director will make a determination of an appropriate means of resolving the situation, while acting in a manner that both suits the particular circumstances and protects confidentiality of all parties to the degree possible.

**Disciplinary Action:**

If it is determined that the behavior reported constitutes sexual harassment, we may take disciplinary action as is appropriate under the circumstances. Courses of action could include counseling as a requirement for continued employment, termination or any other course of action deemed appropriate.



## SAFETY POLICIES

It is the responsibility of every staff member to actively promote the safety of the children at i2 at all times.

### General Safety Guidelines

- Set clear expectations for your children.
- Take head counts before and after each transition.
- Focus on children, not each other.
- At pick up and drop off, lead children to and from central areas to prevent rushing toward parked or moving cars.
- Only teachers should use X-acto knives, box cutters, pipe cutters, drill presses or any other sharp objects or dangerous instruments.

All staff are role models for the children and, therefore, should conduct themselves in whatever manner will best promote respect for others and safety. Persistent, unsafe personal conduct or conduct which impedes the safe operation of an activity which endangers other children may be cause of immediate dismissal.

### Release of Children/Child Absences

Children are released only to parents, legal guardians, and other persons approved in writing by the parent or guardian. If a child seems uneasy about leaving with an individual sent for him, the staff member is to escort the child at once to the i2 Office.

Any change in the usual transportation arrangements must be requested in writing by note or e-mail and given to the i2 RL Director, and must be documented at the i2 Office. Children departing early are picked up at the North Door accompanied by a staff member. Children whose parents are late picking them up should be brought to the i2 Office.

Lead Teachers log absences and bring them to the i2 Office each morning. The office will attempt to verify absences.

### Sickness/Injury

All on-campus injuries, accidents or sudden illnesses, no matter how slight, must be brought to the attention of the i2 RL Director who will determine an appropriate course of action:

- Health office first aid and care
- Immediate referral to the child's family MD or dentist
- Immediate ambulance transport to hospital or urgent care facility

The i2 RL Director will notify the parents at their discretion. If the child is too hurt or ill to get to the i2 RL Director's Office, a staff member will stay with the child while a qualified First Aid person is summoned (see Emergency Procedures). The incident must be documented by the staff member.

## **Abuse**

All of us at i2 have a legal and moral responsibility to prevent the sexual, emotional, and physical abuse of the children in our care. The route to prevention in this area is to be active in creating conditions that promote the wellbeing of everyone, especially children. In addition to fostering positive patterns of growth and behavior, we must take a healthy approach toward building trusting friendships between children and teachers, encouraging appropriate physical closeness and emotional attachment as a natural part of our work and play together. However, some guidelines are in order. Our intention is to:

- Provide the opportunity to discuss the subject of abuse openly among staff.
- Create an atmosphere at i2 that indicates to the potential abuser/offender that abuse will not be tolerated, and that he may become the subject of legal action if necessary.
- As individuals and a community, increase our awareness of child abuse so we may aid the abused or frightened child.

Some of the ways a child might communicate that he/she may be the victim of abuse are:

- An unwillingness to go with a person previously trusted.
- Unexplained crying.
- Unexplained and/or inappropriate knowledge of sexual matters/practices.
- Sudden and new fears.
- Problems with eating.

Any incident of suspected child abuse (sexual, emotional, physical, or in any other area) **MUST** be reported to the i2 RL Director, who will then take the appropriate action.

**UNDER STATE LAW, AS A TEACHER AT THIS PROGRAM, YOU ARE A MANDATED REPORTER. IF YOU HAVE REASONABLE CAUSE TO BELIEVE THAT ANY CHILD IS SUFFERING INJURY RESULTING FROM ABUSE, YOU ARE REQUIRED BY LAW TO NOTIFY THE I2 RL DIRECTOR IMMEDIATELY.**

## **DISASTER PLANS/EMERGENCY PROCEDURES**

### **General Guidelines**

In any type of disaster or personal injury situation affecting a child, the Lead Teacher remains with the child and dispatches Associate Teachers and Near Peers to put into motion the disaster plan.

All accidents should be immediately reported to the i2 RL Director.

### **Emergency Telephone Numbers**

Police / Fire / Ambulance	<b>911</b>
Poison Control Center	<b>1-800-222-1222</b>
i2 RL Director	<b>(781) 856-0024</b>

### **Communication**

All staff should put all Emergency Contacts into their cell phones.

Emergency/weather alerts should be issued by the i2 RL Director via email notifying the parents of the emergency and providing all pertinent information

The following situations require specific emergency procedures:

### **Injury or Illness**

In the unfortunate event of an accident or injury, please follow the following procedures:

Never leave the child(ren) unattended – Have a second person make the call!

IN A LIFE-THREATENING EMERGENCY, DIAL 911 FIRST TO SUMMON OUTSIDE HELP, then call the i2 RL Director.

When calling in an emergency, be sure to state you have an EMERGENCY!

- Give the name of the child or individual.
- Tell the number of child(ren) and describe the injuries.
- Tell the location of the child(ren).
- Give the status of the injury(s) and severity.
- Explain what is being done for the child(ren).
- Do not hang up until the 911 operator or other medical help instructs you to, as they may need to ask further questions or give you instructions.

While awaiting the arrival of medical help:

- Follow the instructions of medical help you have contacted.
- Keep the child still, warm and comfortable.
- Clear the area of all other children and staff (except staff trained in First Aid/CPR).
- Make sure that a staff person will direct the medical emergency responder to the scene.

## **Handling Off-Campus Accidents, Injuries or Illness**

When an injury requires medical staff to meet the child on the scene, i2's response must be appropriate to the severity of the incident.

Injury not serious – Complete an incident report and return to i2 RL Director by the end of the day.

Life-threatening emergency – call 911 immediately for an ambulance; only then call the i2 RL Director's Office; i2 medical staff dispatched to scene, if feasible.

When calling 911 emergency personnel, be sure to:

- Give the name and group of child or individual.
- Give the status of injury and severity.
- Tell the location of the child(ren).
- Tell the number of children and describe injuries.
- Explain what is being done for children.
- Hang up LAST.

## **Contingency Plans**

*Child who does not arrive at i2 in the morning (by 9:10):*

- Lead Teacher double checks attendance sheet and children who are present in group.
- i2 Office will initiate procedure to check if child has called in sick or if he/she will be arriving late.
- If neither is the case, i2 Office personnel will initiate contact with parents to learn of child's whereabouts.

*Child who is missing from pick-up point in the afternoon:*

- Lead Teacher double checks attendance sheet to make sure child is in attendance on that day.
- Lead Teacher calls i2 Office to see if child was picked up early.
- Initiate missing child procedures.

*Unregistered child arriving at i2:*

- Try to locate child's parent if still on site.

*If unable to find parent...*

- Bring child to i2 Office.
- Check child's forms (if in i2's possession) for contact information.
- Investigate which other children the child may have arrived with.
- Once contact information is obtained, call the child's parent/guardian.

## **Missing Child Procedures**

The staff should regularly take a count of program participants for whom they are responsible, particularly when moving from one area of i2 to another and on all off-campus trips. If you discover a child is missing, follow these procedures:

- Retrace the group's steps. If unsuccessful, notify the i2 Office. Meanwhile:
- Check to see if child left i2 early.
- Check all groups to see if child is with the wrong group.
- Staff meets to determine when and where the child was last seen. Report to the i2 RL Director.
- i2 RL Director remains at office to coordinate effort.
- Staff check last known location and nearby areas.
- Specialists check all activity areas, respectively.

A thorough search is made of buildings and grounds, and if the child is not found, then parents and police are notified. The i2 RL Director telephones parents to see if they have picked up the child early, made other special arrangements without notifying the i2 Office, or if the child left i2 on his/her own. If the parents cannot be reached by phone, the i2 RL Director will call emergency number on the medical form for information.

Parental consent must be sought before calling the Police Department.

If parental consent cannot be obtained within ten (10) minutes, the i2 RL Director will notify the Police Department.

If an unexplained child absence occurs at the end of the program day, all staff remaining on campus will carry out as much as possible of the above procedures.

*Accuracy and speed are crucial when searching for a missing child.*

## **Strangers at i2**

Visitors must check in at the i2 Office and wear name tags while on campus. Staff members who encounter someone without a name tag should follow these procedures:

- Approach them politely and ask them if you can assist them. He or she might just be a lost parent. Then direct them to the i2 Office at the Main Entrance.
- Identify the visitor's car by license plate, and report it to the i2 Office.
- Report to the i2 RL Director the description of the person, the car and the license plate, and the area in which it was seen.
- The i2 RL Director may follow up by contacting the police, if the situation seems to warrant it.

It is always preferable to risk offending an appropriate visitor than to risk the potential damage that can be caused by an unwelcome intruder.

## **Threatening Individuals at i2**

If it is clear that there is a dangerous person on i2 grounds, call 911 immediately and have someone else notify the i2 RL Director. All children and staff should lock themselves inside classrooms or offices, turn off lights and lower all blinds over any windows. Then get children against the wall in an area not visible to anyone looking into the classroom from the outside. Stay quiet and await further instruction from the i2 RL Director.

## **Fire Procedures**

In the event that the fire alarm sounds, children and teachers should do the following:

1. In the event of a fire, all people in the area will be notified of danger.
2. They should immediately stop what they are doing.
3. First, doors will be closed to confine fire/smoke (but not locked) and the fire alarm will be activated.
4. From here, evacuation procedures will begin. The i2 RL Director and teachers will determine which exit is appropriate to leave out of, and have children line up and exit. Staff should take a quick headcount. If possible, Near Peers should do a sweep of the bathrooms. They will then follow the evacuation procedures below (walking, not running). In the case that the group is already outside, they will go directly to the main parking lot.
5. One teacher will be at the head of the line, one at the back, and one will make sure that no other children are being left behind. From here they will exit through the exit deemed appropriate.
6. Children will be taken to the main parking lot of the school. Lead Teachers must account for all children and the Associate Teacher and Near Peer assigned to their course in their group and immediately report attendance to the i2 RL Director.
7. Once outside, teachers will be responsible for making sure that all children and staff are accounted for.
8. The i2 RL Director will call 911 and notify them of the location of the building, the location

of the fire, the nearest cross street, any known information about the fire and/or smoke, and the number of the cell phone being used to make the call.

9. Unannounced fire drills simulating this procedure will be conducted once every week, on the first day of each new program session.

## **Lightning or Severe Weather**

In the event of oncoming severe weather, the i2 Office will notify all staff, identifying the situation along with explicit instructions. Under the direction of their teachers, all children are to gather inside the building. Any other needed instructions will be issued by the i2 Office. For a tornado / high winds warning, immediately bring children to the basement. The i2 RL Director will notify parents via email.

## **Evacuation**

St Theresa's School  
40 St. Theresa Ave.  
West Roxbury, MA 02132

If weather or other circumstances warrant an evacuation, the following procedures should be followed:

- Staff quickly escort children out of the building through the nearest safe exit using all available doors.
- Move to designated emergency location, as directed by the i2 RL Director.
- Avoid downed power lines, rising water, or other unsafe conditions.
- Staff should accompany children at all times.
- Lead Teachers take attendance and report any missing children to the i2 RL Director.
- Report any injuries to the i2 RL Director.
- Staff should report any facility damage observed to the i2 RL Director.
- Unattached children should report to the nearest staff member. Staff members should note these children and report them to the i2 RL Director.
- Wait for further instructions.

### **If evacuating any i2 location:**

- Staff should maintain supervision of their entire group at all times.
- Staff and children should move deliberately, as directed by the i2 RL Director.
- [Parents should be notified by the i2 RL Director via email of the evacuation and advised to pick up their children from the emergency location].

## HEALTH CARE GUIDELINES

The i2 RL Director's Office can be used for on-site medical care for children.

The i2 RL Director's Office is Room E16. The phone number to reach the i2 RL Director is 781-856-0024.

- i2 staff are limited in the type of first aid they can administer. A basic first aid kit provides the individual with the resources to treat minor cuts, bug bites, etc. The staff cannot go beyond the scope of the first aid kit. At no time shall a staff member administer aspirin or other over the counter medications. Children requiring over the counter medication should be taken to the i2 RL Director's office for an authorized person to administer the medication.
- When at outdoor recess, one staff member must always bring a first aid kit, which is held at the i2 RL Director's Office.
- All children must be accompanied to the i2 RL Director by a staff member.
- Younger children are often frightened when they don't feel well or are injured. Please help us to keep a first aid workspace quiet so that we may treat children, and communicate with the children, teachers and parents.
- If a staff member is sick, please notify the i2 RL Director.
- Prior to i2, the i2 RL Director reviews all child health forms. Medical information is confidential. The i2 RL Director will communicate relevant medical information to the appropriate other staff members. Please be discreet and sensitive with this information. Every individual deserves privacy. This often comes up when a child has to leave class to receive medication. If a child chooses to share information with fellow children, that is his or her choice. The information should never be shared by staff with other children or staff not directly working with that child.
- Each session you will receive an updated form that contains health and allergy information for each child. Please make careful note of children with food allergies, bee sting allergies, and other health issues.
- A note about dietary preferences. Some children will be following vegetarian diets due to religious or personal beliefs. Please be attentive to these dietary restrictions.
- If you think a child may be sick, such as a skin rash, conjunctivitis ("pink eye"), a bad cough or cold, vomiting, diarrhea, fever, or head lice, the child should first sign out in the i2 RL Director Office.



- If a child is ill and wants to go home, the child should first sign out at the i2 RL Director Office. From there, the i2 RL Director decides a course of action. Only then should the call home be made.
- All staff should use “**universal precautions**” to protect themselves from exposure to blood or other body fluids. All staff should use protective equipment such as gloves when handling or coming into contact with blood or body fluids. Gloves should be worn if you are helping a child who is bleeding, or when assisting children with toileting activities or accidents. Please let us know if you need additional gloves in your area.
- Sunscreen application is critical to protect skin from harmful burns. Parents are asked to apply the first coat at home in the morning. Children should come to i2 with their own sunscreen. Do not share sunscreens. Some individuals are allergic to ingredients found in different brands. Be especially careful when applying sunscreen to the face. You want to get good coverage while avoiding the eyes.
- Children often need reminders to drink adequate fluids during the day, especially when they are physically active or the weather is very hot. Please watch for signs of overheating such as a very red face, or a lot of sweating. Heat and dehydration can cause nausea, fatigue, and headaches. It is especially dangerous for those children who have health problems.

## Treatment Guidelines for Specific Health Concerns

The following summarizes first-steps in treating sudden injuries or other health concerns. They are guidelines for you to use before the arrival of medical personnel. Please take some time to familiarize yourself with the following material related to potential medical problems.

### Asthma

If a child appears to have shortness of breath, coughing or wheezing, send the child to the i2 RL Director immediately. Asthma is serious; treat any sign of breathing difficulty as an emergency. Some older children may be allowed to carry their own inhalers. If they are having trouble with their asthma, and use their own inhaler, they should still come to the i2 RL Director. Asthma triggers include exposure to allergens such as pollen, dust, smoke, or sawdust. Another common trigger is exercise. Exercise-induced asthma can be relieved by stopping the activity; have the child sit up, and breath slowly. Encourage the use of an inhaler if available. The worst thing to do is to wait to use the inhaler.

### Bee, Hornet, or Wasp Sting

If a child is stung, ask if s/he has been stung before, and whether there is a history of an allergic reaction. If there is a history of an allergic reaction, consider this an emergency. The child will need

treatment with an EpiPen. For any sting, get the child to the i2 RL Director ASAP. Do not attempt to remove the stinger.

### **Bleeding**

Use **universal precautions** listed on previous page. Apply direct pressure against the source of the bleeding. Use the cleanest cloth available to cover wound, and do not remove when blood-soaked. If blood comes out in spurts, an artery is probably severed. This could be life threatening.

### **Choking**

Get the i2 RL Director right away. If the person can cough, speak or breathe, do nothing. Encourage him/her to cough it up. Do not hit on the back. If person cannot cough, speak, cry or breathe, most likely there is complete obstruction of the airway. Get behind the child, make a fist and place it thumb-side against the child's abdomen, just above the navel and well below the breastbone. Stand up against child and wrap free hand over fist. Do abdominal thrusts, upward and inward, until object is expelled. If person becomes unresponsive, call 911.

### **Diabetes**

Refer to the i2 RL Director if a child in your group has diabetes.

### **Eye Injuries**

If poked in the eye, have the child rest with eye closed. Apply a cool compress. Bring to the i2 RL Director. If there is a foreign body in eye, tell child not to rub the eye. This can cause corneal abrasion. Apply cool compress, or have individual flush eye with cool water.

### **Food Allergies**

If a child eats a food that s/he is known to be allergic to, please treat this as an emergency. Contact the i2 RL Director (or 911) immediately. The child will require immediate treatment with an EpiPen, and most likely will be transported to the Emergency Room.

### **Fractures or Broken Bones**

If bone is sticking out of the skin, or bulging out of its normal position, do not move, get help.

### **Head Injuries**

Do not move if you suspect a severe injury or if individual is unconsciousness. Treat as an emergency. Bring all children who have been hit in the head to the i2 RL Director. Please be sure to let us know if the individual lost consciousness, even if only briefly.

**Nosebleed**

Tip head forward. Pinch nose just behind nostrils. Teach not to blow or rub nose for 30 minutes after bleeding stops to prevent dislodging of clot.

**Permanent Tooth Knocked Out**

Bring child to i2 RL Director. Apply pressure to stop bleeding. Make sure to save the tooth.

**Seizures**

Clear area to protect the child from self-inflicted injury. Do not try to restrain. Do not try to insert anything (especially your fingers!) into the child's mouth. When possible, place the person on their side to prevent choking. Send someone for help.

**Medication**

All medications prescribed for children must be kept in the i2 RL Director's Office. Please advise parents to bring all medications to the i2 RL Director's Office. Teachers are not to receive medications directly from parents and in the event that they do, these medications should be delivered to the i2 RL Director's office.

In special instances with health staff and parental consent, some children will be allowed to carry properly labeled asthma inhalers. Children may also carry Lactaid tablets for lactose intolerance.

## Staff Policy Regarding Internet-Based Communication

*The following guidelines have been established to assure that i2 remains an emotionally and physically safe environment for all staff, employees, children, and families.*

We know that the Internet, when used wisely, provides many safe and positive ways to stay in touch with your friends from i2. We view Internet venues as your right to self-expression and generally have a favorable regard for them. What you do privately, on your own time, is your business. However, once you identify yourself as an i2 employee in a social networking profile, website, group page or weblog, or use the program name, logo or any official program photograph or text, everything and anything that you post or say in that medium can then be seen as a reflection of i2. That is why we require you, as a condition of employment at i2, to observe the guidelines below. We established these guidelines to assure that i2 remains an emotionally and physically safe environment for all staff, employees, children and families.

1. As an i2 employee I agree to be respectful of i2, its program, the children, and its employees in all communication in my social networking, emails, IMs, profile, blog, or other internet sites. As such, I agree to the following:
  - a. I will not use obscenities, profanity or vulgar language.
  - b. I will not disparage the program, children, or other employees of i2.
  - c. I will not engage in harassment or intimidation.
  - d. I will not post comments that are derogatory with regard to any individual's race, gender, religion, sexual orientation, or disability.
  - e. I will not use sexually explicit, suggestive or humiliating or demeaning comments.
  - f. I will not make threats to stalk, haze, or physically injure another employee or child.
  - g. I will not post photographs that compromises anyone's privacy or that are used to demean humiliate or otherwise embarrass anyone.
2. As an i2 employee, before I...
  - a. Use the i2 name or official i2 logo or i2 photograph;
  - b. Add a link from my group page, profile or other site to the official i2 website;
  - c. Include text or photographs that are the property of i2;
  - d. Include photographs of children or other staff members;
  - e. Or create an i2 "group page" with any of the above items......I must request and receive *prior written approval* from i2.
3. As an i2 employee, I agree not to use a social networking profile, group page, weblog or other internet medium to discuss behavior that is prohibited by i2 policy, including, but not limited to alcohol or drug use, sexual behavior, delinquent behavior, destruction of property, sexual harassment or bullying.
4. I recognize and accept the program's policy on internet-based contact with children, which is that i2 **prohibits** such contact. Furthermore, I may not share any contact information, including, but not limited to cell phone number, email address, blog address or social networking site.
5. Once I identify myself as a staff member at i2, which is to say as an employee of i2, the general public may view me as an ambassador or spokesperson of i2. I therefore understand as a condition of employment that I agree to and adhere to the guidelines outlined above. I

understand that if any of the guidelines outlined in this policy are violated, it may result in disciplinary and/or legal action including possible termination of my employment.