

TEACHER MANUAL

Updated September 2020

Mission Statement:

Bright Lights is a non-profit organization that takes learning beyond the classroom by providing youth with unique, motivating, hands-on learning opportunities.

Adopted March 2001

Governing Values:

We believe learning should be...

- Fun
- Accessible
- Inspiring
- Life-changing
- Life-long
- Passionate
- Conducted in a safe environment
- Supported by the community

We believe diversity teaches. Passionate teachers and kids bring talents and gifts that motivate each other to learn.

Revised January 2014

Bright Lights Chant: *(said during First 15 during programming)*

What is Bright Lights?

Response: A summer learning adventure!

What do we do at Bright Lights?

Response: Learn and have fun!

Who am I at Bright Lights?

Response: A Shining Star!

General Timeline of Events

Planning for summer camps begins long before the camps take place. Here is a timeline showing major points in the year related to teachers and camps:

October & November:

- Teacher recruitment
- Teacher registration
- Teachers receive a \$100 bonus if they taught the previous summer, register by November 1, and teach their camp in the summer

December & January:

- Camp descriptions written by teacher and approved by Bright Lights for posting on web site, registration site and printed materials

February & March:

- Camps advertised on website and other social media
- Registration takes place February 27, 2021 (date varies each year)

April

- Teachers attend training meeting (paid)

May

- Lesson plans due no later than first Monday of May
- Camp Assistant meetings for 1st and 2nd year volunteers
- Supply and copy requests due prior to May 15

June & July

- Programming takes place for five weeks

2021 dates:

June 7-11; June 14-18 International camps; June 21-25; June 22-26; July 12-16

Teacher Payment:

- Half Day camps (9-12 PM or 1-4 PM): Teacher pay is the following:
 - \$435 for camps with 4-10 students
 - \$460 for camps with 11-17 students
 - \$485 for camps with 18 or more students

If camp capacity is increased during registration, your pay will be adjusted accordingly. You are paid for the number of students registered for your camp on the first day.

- Pay guidelines if co-teaching a camp (a minimum of 12 students required to co-teach)
 - 12-17 students, co-teachers split \$460
 - 18-23 students, co-teachers split \$485
 - 24 or more students, each teacher receives \$460
- Full-Day Camps: Teacher pay is based on the number of students **per teacher**.
 - 4-10 students teacher is paid \$870
 - 11-17 students teacher is paid \$920
 - 18 or more students, teacher is paid \$970

The full-day camp director will receive a stipend of \$50 for additional expectations. Full-day camp teachers will receive a \$40 lunch and pick-up/drop-off stipend for the week if camp is not located at main site (Holmes Elementary).

- As a bonus, Teachers are entitled to one half-priced camp for each half-day camp they commit to teach, and 2 half-priced camps for each full-day camp. The credit may be used for the Teacher's own child(ren)/relative or gifted to someone outside of their family. In addition, to help accommodate Teacher's schedules, they will be allowed to register their **own** child(ren) prior to public registration.
- Returning Teachers will receive a \$100 bonus when they submit their Teacher Application by November 1 and teach their camp. "Returning" means the teacher taught the summer prior to the current season.

- Teachers attending the spring training meeting will be paid a stipend.
- **International Program:** Experienced returning Bright Lights teachers are typically recruited to teach the International camps held in the morning session of a June program week. The students in these camps are divided between American and Japanese students. The Japanese students are 9th-graders from Senshu Matsudo Middle School. International Teachers will receive an \$80 stipend because of the increased expectations of the program. Teachers are expected to attend two on-site meetings during program week (8 AM Monday and 12 PM on Wednesday), plus the Friday Closing Ceremony Dinner (hosted by the Japanese students and teachers) to receive the full \$80 stipend.
- Teachers are considered casual labor, and no withholdings are deducted.
- Teachers do not receive Workers Compensation Insurance due to labor status.
- Teachers who earn \$600 or more (including the Teacher meeting stipend and the returning Teacher bonus) in salary over the summer will receive a 1099 from BL in January.

Program Expectations and Procedures:

Lesson Plans

- A copy of the lesson plans must be emailed to the Education Coordinator by the first Monday in May
- Lesson should be in required format as provided by Education Coordinator
- Lesson plans must be submitted before summer pay will be distributed.
- Lesson plans become the property of Bright Lights, Inc., credited with the Teacher's name.
- Plans should be updated annually if teaching the course again.
- Camp description proofs must be approved for the website, registration and printed materials by mid-December. Camp descriptions are key to families choosing a camp, so accuracy and creativity are imperative.

Copying Camp Materials

- Camp materials can be copied in the Bright Lights office during May. Please have requests submitted no later than May 17, 2021. Make sure copies are saved as .pdf files and clear directions are included.
- Copy requests may also be submitted at the Spring Teacher Meeting. A copy request form is available on the Teacher Resources page (a link to these resources will be shared with teachers).
- Not all requests can be accommodated due to budget restraints (color copies, cardstock, binding). **If your copying requires extensive work, you will be asked to use funds from the supply budget to cover said costs.**
- During the summer sessions, a copy machine will be available at main site only. Copy requests sent after the May 15 deadline will be made in June at the main site.
- A copy machine is not available at Lux or any other community site.

Supplies

- Teachers are encouraged to purchase their own supplies to make sure they get exactly what they want to support their curriculum and activities. They can be reimbursed for that expense by submitting receipts (see next section for budget). Receipts can be submitted as early as May 1 and will be processed and paid weekly.
- A Supply Request form (found on Teacher Resources page) can be completed and returned at the April Teacher Meeting or emailed to the Education Coordinator **by May 10, 2021**. The supply coordinator will purchase the supplies according to the list, applying the total spent to the camp's total supply budget. The more details, the easier it will be to purchase the supplies. Supplies purchased by Bright Lights will be available on set-up day.
- Teachers will be reimbursed for supplies up to \$75 for as many as 17 students, or up to \$85 with more than 18 students, plus any assessed material fees as listed in the camp description. The total amount spent on requested supplies purchased by the Supply Coordinator will be subtracted from the reimbursement total. So, if Teacher Smith requests \$50 in supplies from Bright Lights, and then purchases \$40 of supplies on her own, she would only be reimbursed for \$25 of the \$40 she spent.

- If teaching a new half-day camp, an additional \$50 will be available for purchasing items necessary to support the curriculum. This should be approved by the Education Coordinator.
- Basic supplies will be available at the main site in the Supply Room. Items include scissors, construction paper, glue, white drawing paper, markers, paint, paint brushes, crayons, recycled materials, etc.
- Material fees are charged when a camp needs to purchase extra materials to support the curriculum, or to pay for a field trip, and are decided upon by the teacher and Bright Lights. If your camp has a materials fee, you can get that amount placed on a pre-paid card to purchase supplies prior to your camp beginning. For example, if your camp has a \$10 fee, and you have 20 students, you could ask for \$200 on a prepaid card to purchase supplies. You must provide receipts for purchases and return prepaid card with your receipts.
- Please do not use materials left in the room by the school-year teacher.

Teacher Training

- Each spring, both returning and new Teachers are required to attend an orientation session in late April where they will review updates and program procedures. Teachers receive a stipend for attending.

Camp Rosters

- Enrollment capacity: 18 for primary or 22 for intermediate and middle school. Adjustments to capacities can be made with teacher and Education Coordinator approval. Some camps will have higher capacities.
- Rosters will be available to teachers the Wednesday before your camp starts. Updated copies will be provided on set-up morning.

Camp Email Confirmation from Teacher

- Timely and clear communication with our BL families is important to our program's continued success.
- All teachers will be required to create a "welcome" email and send to families prior to camp beginning. A suggested template will be shared with teachers to customize with their specific camp and personal information.
- Teachers will be required copy the Education Coordinator on all parent communication.
- It is strongly recommended that emails be sent again to parents throughout the week to include field trip reminders and an invitation for the Friday Open House. Daily communication is highly encouraged and appreciated by parents, and often mentioned as a "plus" on parent surveys.

Camp Assistant Recruiting & Communication

- Typically, two Camp Assistants (referred to as CAs) are assigned to each camp, but this can vary based on the number of volunteers available. CAs must be post-8th grade to apply.
- Teachers may also recruit their own Assistants by submitting the name(s) on the Teacher Application or sharing with the Camp Assistant Specialist. It is helpful for this to be completed by April 15.
- Teachers need to contact their CAs before set-up day and make arrangements for them to help during set-up morning and disassemble on the last day of camp. Good communication from the teacher to the CA will result in coordinated schedules and clear expectations.
- Concerns regarding CAs should be brought to the attention of a BL Orange Team administrator as soon as possible.

Camp Assistant Training & Expectations

- CA training sessions will be held in late May for first- and second-year volunteers, and will cover expectations, active supervision, responding to inappropriate student behavior and other program details.
- Assistants who do not attend either session should attend a brief orientation from 9:00-10:00 a.m. during Friday set-up days.
- Assistants should be at least two grades older than the oldest students in the camp and completed the 8th grade. Thus, a 9th grader could volunteer for a camp where 7th graders participate, but not one with 8th graders.
- Family members may not serve as para-educators or Camp Assistants for their own child in a camp.

- CAs are expected to arrive and depart at least 15 minutes before and after students.
- All Assistants receive a free BL T-shirt with the expectation that they will wear it on program days.
- Dress code: No halter tops or t-shirts with inappropriate language and no “short” shorts. Assistants are role models to the BL students and behavior should reflect this responsibility.

Program Week Procedures & Information

Orange Team

Bright Lights staff is referred to as the “Orange Team” due to the orange BL shirts that are worn. Staff are present at the main site and include a building coordinator, two summer administrators, a full-time nurse, supply/snack coordinator, and an intern (when possible). Administrators will also visit off-site locations to provide support as needed.

Bright Lights Central is located at the main site, down the hallway from the main entrance and is staffed by the building coordinator and an assistant. Phone calls and messages are routed through BL Central.

Facility Notes

Bright Lights rents the facilities (main site and off-site locations) and is responsible for any damage that occurs. We are guests in the buildings and want to convey the right attitude and respect as we make these facilities are temporary homes.

Care of the Building

- Bright Lights is a glitter-free program.
- No tape on drywall, whiteboards or tile floors.
- Correct use of whiteboards: Use only white board markers provided by BL.
- No rearranging of existing camp materials.
- No eating in the rooms without permission.
- Cover all tables where students will be completing projects with white paper (provided).

- Tarps will be placed in every camp covering flooring when messy activities are anticipated. Move outside when possible or in a hallway area. Leave tarps on the floor at the end of the week unless otherwise notified.
- Library books from the school media center are not available for use.
- Do not move the school's equipment, furniture or chairs from room to room.
- All building remote controls must be accounted for at the end of the program week. Technology support for building projectors, Apple TVs, etc. is not available during the summer. Non-LPS teachers will not be able to access some websites, so please be aware of this when making lesson plans.
- BL is responsible for and pays for any damages that occur during our rental period. *Please alert us immediately of any situation that needs to be addressed.* These concerns are applicable to all rented sites.
- Make any requests for additional chairs, tables, etc. to the Summer Building Coordinator, who will contact the custodial staff for assistance.

Room Set-Up

- Set-up is typically the Friday morning prior to the program week.
- Upon checking in, teachers will receive a manila envelope from the Summer Building Coordinator that contains the following: pay sheet, folder with student medical/ behavior/special needs information, Teacher and CA nametags, and other pertinent information. Community Site Teachers will also pick up all supplies and materials for the week from the Main Site.
- Meetings on set-up day:
 - 9:00 a.m. for CA orientation make-up session
 - 10:00 a.m. stand-up meeting for all teachers (**mandatory for new teachers**)
- Teachers should meet with their Assistants during set-up to share lesson plans, review Behavior Expectations for students, playground supervision, arrival/dismissal and outline other Assistant responsibilities and expectations.
- Teachers and Assistants must be out of the main site by 3:00 p.m. on set-up days. If this is a problem, you need to let the Building Coordinator or Education Coordinator know ahead of time.
- Teachers who cannot come on the scheduled set-up day need to contact the Education Coordinator to find an alternate set-up time.

Building Hours

The Main Site is open 7:30 a.m. – 5:00 p.m. Community sites should check with their facility for hours.

Teacher Check-In

- Teachers need to check in every day—including set-up mornings—at Bright Lights Central so summer staff knows Teachers are in the building. Please arrive at least 15 minutes prior to your camp beginning.

Before Care

- This service is provided from 7:30-8:45 a.m. each week. Students must pre-enroll. At 8:45, students join First 15 and are supervised until camps begin.

Drop-Off and Pick-Up

- Drop-off begins at 8:45/12:45 and pick-up is at 12:00/4:00. The entrance is on the west side of the school (currently Holmes Elementary, door #4). If traffic becomes congested, drivers may be asked to drive around the block. Families are encouraged to park and walk to pick up students.

First 15 Gathering of Students (AM/PM)

Monday

- Bright Lights Teachers and at least one CA should report to the gym at 8:45 AM/12:45 PM to meet the students and take attendance. Parents will escort their student to the gym to meet the teachers. At 8:45 AM, Before Care students will join First 15. Camps will be designated using the camp signs. Families will be invited by an Orange Team representative to participate in the Pledge of Allegiance and the Bright Lights Chant along with announcements in regard to drop-off and pick-up procedures, etc. Students will be dismissed to their camps at 9:00 AM/1:00 PM led by the teacher and CA. Parents may visit the rooms briefly at that time. After Monday, parents will be encouraged to drop off students for First 15 but not stay.

Tuesday - Friday

- One Assistant will be assigned to be in the gym each day to greet the students, take attendance and supervise the students. Students will be dismissed to their classrooms at 9:00 AM/1:00 PM by the Camp Assistant.

Main-Site Attendance Procedures

- Attendance sheets are provided for the week.
- CAs will take attendance at First 15 as students arrive, with **Teachers double checking information when class enters the room**. Wait for any stragglers that may be late due to traffic.
- Assistants will take attendance sheets to BL Central at 9:10 a.m. and 1:10 p.m. so families can be contacted if a student is absent.
- Should a student arrive after attendance is turned in, Camp Assistants will report the information to BL Central staff so those parents are not contacted.
- Absent students will be noted and calls will be made by BL staff. If you are notified by a parent that a student will be absent, please write that on the attendance form.
- Students picked up prior to dismissal times: Parents must make the request at BL Central and will be asked for a photo ID.
- A master attendance sheet will be provided that can remain in the classroom as a quick referral for staff. Inform Assistants of the sheet and place it in the Red Folder.
- A second master attendance sheet will be provided and may be taken home by Teachers as a reference, and should also be taken on field trips in the event of an emergency.

Off-Site Attendance

- An Assistant or Teacher should call the main location (Holmes) and give attendance to the Building Coordinator **daily, no later than 9:15**. Staff at the main site will then call the families to inquire about absences.
- Teachers, please return the camp roster at the end of the week at the exit interview.
- Take the extra attendance sheet if the class leaves the room area for an emergency.

- Please refer to the Community Site Expectations and Information sheet found on the Teacher Resources page of the website for additional information.

Substitute Teacher Information

- Contact the Education Coordinator for a list of approved substitutes. Substitutes must have gone through a background check or be a certified teacher and preferably taught for Bright Lights.
- Bright Lights will pay the substitute \$20 per hour and the Camp Teacher will have that same amount deducted from their week's salary.

Classroom Expectations/Behavior Concerns

- **Our motto is: “Be Safe. Be Respectful. Be Responsible.”** A Behavioral Expectation grid is available and should be posted in the classroom. It is also available on the BL teacher website under the Teacher Resources page.
- Explain these expectations to the students on the first day.
- If students are not following these expectations, please refer to the pink Student Behavior Management/Student Behavior Referral Form (found on the Teacher Resources page at brightlights.org) and notify a BL Administrator (Orange Team member).
- Please be proactive in classroom management and contact the parents on the day/evening of the behaviors and provide specific examples that are of concern.
- Please notify a BL Administrator and document all parent contacts. The Orange Team will help support you and the student however we can.
- Students may be dismissed from camp for the day or for the remainder of the program week if their inappropriate behaviors are at Level 4 on the Student Behavior Management grid. This will involve a group conversation with the Orange Team and teacher prior to notifying a parent of dismissal.

Recess Break

- Camps are welcome to take a recess break on the school playground.
- Main Site camps are assigned a “window” for break time to manage grades and number of students playing on the playground.
- This time is displayed at Bright Lights Central and should be checked by the teacher on set-up day.

Playground Expectations

- An administrator will be on the playground each day, but **Teachers and CAs are responsible for actively supervising the safety of students in their camp, reinforcing playground rules and redirecting inappropriate or unsafe behaviors.** Please review the expectations for supervision with Assistants on set-up Friday and the importance of keeping students safe.
- Develop a plan for gathering students to return to camp break time. A whistle, noisemaker, hand clap, etc. may be used. Review this plan with Camp Assistants.

Lunch Care

- Supervised lunch hour care is available at the Main Site from 12:00-12:45. Students must pre-register and pay for the service.
- An Assistant should be assigned to walk student(s) to the lunchroom and check in with the Lunch Care Supervisor.

Field Trip Requirements

- **Field trips** must receive approval from the Education Coordinator prior to finalizing the camp description mid-December and generally requires drop-off/pick-up by the parents/guardians at the site **for the entire camp time on the date scheduled**. A field trip may be considered when it significantly enhances the curriculum.
- All field trips are parent drop-off/pick-up at the site. LPS buses are hired for a few camps and are pre-planned during Teacher recruitment. Teachers may not provide transportation for students.
- Please carry a cell phone on the field trip and provide the number to the Summer Building Coordinator.
- Contact the Nurse for first aid kit (fanny pack) prior to leaving for field trip.
- Exact address, door number, drop-off area, day and time need to be included in the student confirmation emails to parents on Wednesday prior to the week of the camp. A BL sign or flag can be used to designate the drop-off area. **Please send a reminder note/email early in the week to remind families about the field trip.**
- Parents are required to sign a field trip release and photo/materials release when registering, so no additional paperwork is required prior to the field trip.
- Please remind the Summer Building Coordinator the day prior to the field trip.

Dismissal Time

- Camps end at 12:00 PM and 4:00 PM
- A CA should walk lunch care students to the lunchroom a few minutes before 12:00 dismissal (lunch care will be noted on the attendance).
- All Teachers and CAs need to be outside carefully supervising and assisting students being picked up.
- CAs/Teachers should carry the camp sign and line up along the sidewalk area on the west side of the building. Move down the sidewalk to allow for all camps to fit. Orange Team members will direct traffic and work with drivers to “call” for the student.
- Please be prompt when bringing your students outside.

Communication Expectations

Parent/Teacher Communication

- Teachers are required to send a camp confirmation email to registered students/families no less than three days before start of camp. A template will be provided.
- It is recommended that additional emails be sent to families throughout the week to recap activities, remind about field trips, and invite them to the Friday Open House.
- The Education Coordinator should be copied on all parent correspondence.
- After each program week, parents/guardians and CAs will be emailed a link to complete an online survey.

Social Media Reminders

- Social media may be used by the Bright Lights administration to promote the program.
- All posts will use the hashtag #BrightLights.
- Teachers are encouraged to take photos and videos of students to be used for posts on Bright Lights social media sites. Email 2-3 of your best photos or a short video to either info@brightlights.org or an on-site Orange Shirt. Please identify the name of the camp when the photos are sent.
- **Remove or turn around students' and Camp Assistants' name tags for all photos and videos.**
- The use of cell phones or any social media by students, Camp Assistants, Teachers, or Bright Lights staff in a manner that adversely impacts or otherwise interferes with implementation of the summer program or the safety or well-being of students, Camp Assistants, Teachers, or Bright Lights staff is prohibited and may result in disciplinary action including dismissal.

Wrapping Up the Week

Friday Open House Procedure

- Families are invited for the final 30 minutes of camp on Friday. If starting sooner than that, please notify families—as well as BL Central—early in the week. Community site camps should invite parents as well.
- Teachers should do a brief introduction to welcome families, to include introducing themselves and Assistants, and thanking Camps Sponsors for their

support. Highlight accomplishments of the week and then invite families to tour projects or watch a performance.

- Develop projects or a presentation, either individually or as a class, to share during the open house. Decide if you'll have students present work to the families as a group, or individually, and have a plan in place for students who may not have a family member visit.
- Provide families with information on additional activities, websites, books or additional resources related to the camp.

Exit Interviews

- Teachers are asked to complete a 15-minute exit interview with an administrator at the end of the week, usually on Thursday or Friday. Teachers will have the opportunity to choose a time.
- During this time teachers will be asked to complete an online survey to provide feedback regarding the program week. We will also discuss student behaviors and any related concerns for the following summer. Teachers will be able to provide feedback about their curriculum and plans for the following summer.
- Community Site Teachers will be contacted to find a convenient exit interview time.

Teacher Pay Sheet/Supply Reimbursement

- Before the exit interview, Teachers must turn in their completed teacher pay sheet and receipts labeled with their name to the Summer Building Coordinator for processing and payment.
- Teachers must submit lesson plans, pay sheet, receipts and Teacher and Camp Assistant nametags before salaries will be issued.
- Salary and reimbursements will be mailed the week following the program.

Main Site Additional Information

Camp Assistant Pizza Lunch

- held Wednesday at noon of each program week at the Main Site and at the International Program site.
- Remind Assistants to sign up for this opportunity to share experiences, socialize and eat pizza.

Parking

- Please do not park in spaces designated for the Principal, Office Staff, Custodians, etc. in the parking lots.
- Handicapped accessible spaces are designated in the parking lot.
- There is a large teacher lot to the east of the building at Holmes.

Technology

- Bright Lights rents laptops from LPS for our robotics and coding camps. There are very few laptops left over for use in the other classrooms (to conduct research, etc.). Please consider this when making lesson plans.
- You may use the technology available in the classroom such as projectors, Apple TVs, white boards, etc. Please keep track of all remotes.
- Keep in mind that access to certain web sites may be restricted; test before your first day of camp to trouble-shoot potential issues.
- No technology support is available in the building.

Community Site Camps

- Community site teachers will work closely with the Education Coordinator to have all information needed relating to that specific location.
- Metal signs, flags, and laminated paper signs are available and must be posted outside the classroom site.
- A Bright Lights administrator will visit the camp early in the week and is always available via phone for questions or problems.
- A Bright Lights administrator will reach out to schedule an exit interview at the Main Site.

International Program at Lux

Students from Senshu Matsudo University Junior High School attend a week of Bright Lights morning camps, interacting with and learning English from American students in the same camps. Camps are held at Lux Middle School and are supervised by the International Program Coordinator. Teachers are recruited for these specific teaching positions.

- Teachers follow the same procedures for picking up supplies, copies and the manila envelope on their set-up day, but pick up the items at Lux.
- Teachers should check in each day with the building coordinator at Lux.
- Exit interviews will be held at Lux.
- International Program teachers have required meetings on Monday at 8:00 AM and Wednesday 12 PM, and a Closing Ceremony Friday evening. All International Teachers are expected to attend these events to receive the additional \$80 stipend that is specific to the International Program.

General Policies and Guidelines

Anti-Bullying Policy

- Bright Lights provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (nonviolence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by students and all staff.
- Refer to the Teacher Resources page at brightlights.org for additional resources.

Anti-Harassment Policy

It is our organization policy effective immediately that any harassment of employees, Camp Assistants, students or parents will not be allowed. Failure to follow this organization policy will lead to disciplinary action up to and including termination.

All employees, Camp Assistants and students should be able to be in an environment free of discrimination and any form of harassment based on race, color, religion, age, sex, pregnancy, national origin, handicap or marital status. Harassment of employees, Camp Assistants, students or parents is counterproductive to the organization's goals and will not be tolerated.

To help ensure that no one feels that they are being subject to harassment and in order to create a comfortable environment, we prohibit any offensive physical, written, or spoken conduct regarding any of these items, including conduct of a sexual manner.

Harassment includes, but is not limited to, the following forms:

- Unwelcome or unwanted advances, including sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
- Unwelcome requests or demands for favors, including sexual favors. This includes subtle or blatant expectations, pressures or request for any type of favor, including a sexual favor (this includes requests for dates), whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequences concerning employment status.

- Verbal abuse or kidding that is oriented toward a prohibited form of harassment, including that which is sex-oriented and considered unwelcome. This includes offensive comments which harass an individual based upon his or her sex, race, age, national origin, disability, or marital status; telling “dirty jokes” that are inappropriate and considered offensive, or any tasteless, sexually oriented comments, innuendoes, or actions that offend.
- Creating an environment that is intimidating, hostile, abusive or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts, or attentions, whether sexually oriented or otherwise related to a prohibited form of harassment.

The very nature of harassment makes it virtually impossible to detect unless the person being harassed registers his/her discontent to the supervisor or program directors. If any employee believes he/she or any other employee, students, Camp Assistants or parents is being subjected to any of these forms of harassment, or believes he/she is being discriminated against because other employees are receiving favored treatment in exchange for prohibited behavior, he/she must:

1. Discuss the grievance with Summer Program Administrators immediately.
2. Contact the Executive Director if the supervisor is part of the problem.

Any complaints will be kept confidential, and an employee, Camp Assistant or student can be assured that he/she will not suffer negative consequences as a result of bringing his/her concerns to the Organization’s attention. All complaints received will be promptly and thoroughly investigated. If the investigation reveals that the employee, Camp Assistant or student has been harassed, disciplinary action will immediately be taken against the appropriate individuals, up to and including termination.

Failure of any employee involved in the investigation of a harassment complaint to keep the complaint confidential shall be a separate violation of this policy. A separate violation shall also occur if any retaliatory action is taken against or directed at any employee, Camp Assistant or student that has made a harassment complaint. Violations will result in disciplinary action. The Organization reserves the right to provide information regarding any harassment complaint or retaliatory conduct to the necessary legal authorities if the Organization, in its sole discretion, believes illegal conduct has occurred.

Assistants and Teachers' Children/Grandchildren Policy

- All children on-site must be enrolled in a Bright Lights camp. They are not to accompany an Assistant or Teacher into their assigned classroom unless they are registered for that specific camp.
- Teachers and Camp Assistants may not bring their own child(ren) or any other child(ren) to camp except with pre-approval by Bright Lights administrators and only in emergency situations.

Background Checks

- If a teacher is currently under contract in a school district, a reference from his/her school principal is requested.
- All other teachers must provide three references, and a background and reference check will be required.
- Teachers with a lapse in service to Bright Lights will be asked to fill out the "References for Bright Lights" form, and a background or reference check will be required.

Child Abuse and Neglect Policy and Procedures

Any Bright Lights employee who has reasonable cause to believe that a child has been subject to abuse or neglect or observes such person being subject to conditions or circumstances which would reasonably result in abuse or neglect shall report the same to the Bright Lights Summer Administrative staff.

In addition, the employee, with support from the administrator, will report the alleged abuse or neglect to the proper authorities: Protective Services, Lincoln Police Department or the State Office of Social Services.

The reporting employee will complete the "Suspected Child Abuse and/or Neglect Report" form and submit to the Summer Administrative Team.

Our first obligation is to the safety and well-being of our students. The law required we not make judgments but simply report. Child Protective Services and / or the Lincoln Police Department will decide if the report warrants an investigation.

Involving other people or sharing the information with a parent that a report has been made may place the child at risk. This may also undermine the investigation.

It is vital that the report be made as accurately and as soon as possible.

What is Expected and Am I Protected?

- Under Nebraska Statutes a person making a report under this section is immune from any liability, civil or criminal, that might otherwise be incurred or imposed except for maliciously false statements. Failure to make the report as required by the Nebraska Statutes with regard to alleged child abuse or neglect does constitute a Class III misdemeanor, which carries a maximum penalty of three-month's imprisonment and a \$500 fine.
- Reporting individuals are granted anonymity by CPS and are protected by law from legal retaliation from the alleged perpetrator(s) except for maliciously false reports. Reports to the police are usually kept confidential, but this is not a legal requirement.

How Do I Respond to Child Disclosures of Possible Abuse/Neglect?

Do:

- Listen, Get the basic information (ask as few questions as possible).

Don't

- Don't assume what happened.
- Don't ask leading questions.*
- Don't suggest a perpetrator or behavior(s) the perpetrator may have done.
- Don't press the child for information.
- Don't have other school staff re-interview the child.
- Don't take photographs (it is not Bright Lights' job to collect evidence.)

*What Can I Ask that is Non-Leading?

- What does that mean?
- Explain that to me.

- When did this happen?
(Don't suggest places)

- Who did this?
(Don't suggest people)

Concealed Weapon Policy

Bright Lights prohibits all persons who enter the Bright Lights offices, or location of any Bright Lights program, from carrying a handgun, firearm, or prohibited weapon of any kind onto the property regardless of whether the person is licensed to carry the weapon or not. This policy applies to all Bright Lights employees, students, and visitors.

Likewise, Bright Lights employees are also prohibited from carrying a weapon while in the course and scope of performing their job, whether they are on Bright Lights property at the time or not and whether they are licensed to carry a handgun or not. Prohibited weapons include any form of weapon or explosive restricted under local, state, or federal regulation. Failure to abide by all terms and conditions of this policy may result in discipline up to and including termination.

Drug and Alcohol Policy

Bright Lights is committed to providing summer staff 19 years old and older (staff) a safe, healthy and secure drug free working environment. All staff is expected to be in appropriate mental and physical condition for work and to perform their jobs in a satisfactory fashion.

The purpose of the adopted drug and alcohol policy is to reduce performance problems and the possibility of loss or injury caused by an unsafe act or an unsafe condition created by a staff member abusing alcohol or drugs.

The Bright Lights drug and alcohol policy consists of the following:

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Staff is also prohibited from

possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol on required program days. Any level of impairment from illicit drugs or alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the workplace shall be a violation of the drug-free workplace.

2. Bright Lights shall have the right to test all staff and applicants for teaching and assisting in the summer program for drug and alcohol in the event of the following:
 - a) Upon receipt of an application for teaching the required program days.
 - b) Immediately following personal injury or property damage accidents, whether involving one or more staff members, which take place during the course of the required program days.
 - c) When probable cause exists to believe a staff member is using or is under the influence of alcohol or drugs during the course of the required program days.
1. All drug and alcohol testing performed by Bright Lights or its agent shall be done in accordance with generally accepted procedures, including but not limited to testing of the staff member's blood or urine specimens. Bright Lights will bear all costs associated with testing required as a result of one of the above events or in the event retesting is necessary.
2. Refusal by a staff member to submit to drug and alcohol testing as set forth above will constitute just cause for immediate discharge. A staff member's refusal to execute a written consent to be tested shall constitute a refusal to be tested and cause for discharge.
3. In the event the results of a drug or alcohol test indicate drug (illegal or controlled substances) or alcohol intoxication of an applicant for teaching or assisting in the program, or the presence of any quantifiable amount of controlled substances in the bloodstream of an applicant, the applicant shall not be considered for teaching or assisting in the program.
 - a) Results of a drug test which indicate the presence of an illegal or controlled substance will result in immediate termination of the staff member without pay. The staff member will be encouraged to seek substance abuse evaluation and appropriate rehabilitation
 - b) Results of an alcohol test which indicates the presence of alcohol in an amount greater than the state of Nebraska's legal blood alcohol content for the operation of a motor vehicle will result in immediate termination of the staff member without pay.
1. All test results shall be kept in the strictest confidence.
2. Bright Lights shall not be required to test each staff member suspected of using or being under the influence of drugs or alcohol during the course of the required program days prior to discharge if the fact of such intoxication can be ascertained by other means.
3. The use of tobacco products, electronic cigarettes, personal vaporizer or electronic nicotine delivery system is prohibited during the course of the required program days. All staff members share the responsibility of

adhering to and enforcing the policy of prohibiting the inform person smoking that they are in violation of Bright Lights policy.

Food Guidelines

- When it supports the curriculum, food may be incorporated into the camp.
- Parents are asked to share food allergy information of their students upon registration. Food allergies will be taken into account when planning activities.
- Any food brought by Teachers should be 1) store-purchased and labeled with ingredients or 2) made in camp from fresh food
- Teachers should follow appropriate food preparation and safety guidelines
- No nuts or nut products will be served or be used in the program due to food allergies.

Notice of Nondiscriminatory Policy

Bright Lights follows a nondiscriminatory policy. Bright Lights does not and shall not discriminate on the basis of any sex, race, color, creed, marital status, religion persuasion, national origin, of all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religious persuasion, sex, national origin, creed, disability or membership in any other class protected by law in administration of its educational policies, admissions policies, scholarship program, and other school-administered programs.

Notification of Change in Employment

- Teachers of K-12 who are scheduled to work for Bright Lights in any capacity during the upcoming summer must contact the Bright Lights Education Coordinator immediately if any school district takes action to recommend cancellation, non-renewal, or termination of their teaching contract, or if they resign a position after being informed of possible cancellation, non-renewal or termination of their teaching contract, regardless of the reason for the recommended or proposed action.
- Bright Lights must be notified within 10 days of the notification of a proposed, possible or recommended action on the contract and within 10 days of resignation of such position.
- Teachers must contact Bright Lights if any action is taken to investigate a complaint, or any action is otherwise being taken to reprimand, discipline, suspend or revoke their teaching certificate by the State of Nebraska or any other state in which they are certified to teach.

Photo Release

- As a Bright Lights Teacher, you consent and give permission and the authority to Bright Lights, Inc. to publish and reproduce your photograph and/or materials for promotional and fundraising purposes and understand that you will receive no compensation.

SAFETY AND HEALTH

Color-Coded Shirts / Name Tags

- Teachers will wear blue shirts, Camp Assistants will wear green, and the Office and Summer Building Staff will wear orange T-shirts every day.
- Name tags are provided for Teachers and Assistants, and they are expected to wear them every day.

Doors at Main Site

- For safety reasons, **outside entrance doors may not be propped open.**
- The outside entrances are numbered, and those numbers are placed on the floor plan with classroom assignments.
- All outside entrance doors will be locked except for the west entrance (door 4).
- Classroom doors shall remain locked at the Main Site in the event of an LPS Standard Response Protocol. To avoid classroom doors from always locking when leaving a classroom, we are providing a bumper device that will prevent the door from completely closing. In the event of an LPS Standard Response Protocol, remove the bumper to lock to lock the door.

Health Concerns

- A school nurse will be on staff at the BL Main Site.
- Students bringing asthma inhalers and/or Epi-pens are asked to bring a second inhaler, and/or Epi-pen labeled, marked, and checked in with the Health Nurse. When they arrive on the first day, send the student and parent to the Health Nurse. Parents will be responsible for picking those up on the last day of camp.

- Epi-pens for first-time allergic reactions will be available from the Health Nurse at the Main Site.
- BL Teachers will receive confidential student health information that parents provide when registering their child in a marked envelope inside the Red Folder on set-up mornings. Teachers should see the Health Nurse for information or any concerns they may have. If it is necessary, share the health information with Camp Assistants. Be sure Assistants understand this is confidential information.
- A BL first aid kit is available for field trips and should be checked out from Health Office on the morning of the field trip.

Medical Information

- A Health Nurse is on staff at the Main Site during program days.
- If a student requires daily medication, the nurse will work with the parents to get the necessary information and will notify the teacher of the student's needs on set-up day.

Missing Student

- Record the time when absence is noted and search begins.
- Call BL Central immediately.
- Check with Assistants and other students.
- Check bathrooms and common areas.
- BL administrators will determine if 911 should be called.
- Teacher or BL Administrator will call the student's parents.
- First Responder (Fire or Police) will take over when they arrive.

Radios

- Main Site Summer Administrators and Summer Building Staff will carry two-way radios.
- When going outside for a camp activity, Teachers must check out a two-way radio and receive instructions from the Summer Building Coordinator on appropriate radio use and confidentiality.
- Please return the radio(s) promptly.

Red Folder

- Check the Red Folder for a small envelope which will provide confidential student health/behavior information parents have chosen to provide, pink

sheets to record inappropriate student behaviors, a blue camp roster and Parent/Family Re-Unification Form.

- Contact the nurse or program administrator with any concerns.
- Share the information with Assistants ensuring they understand the confidentially.

Student Drop-Off and Pick-Up

- Assign one Camp Assistant to the designated drop-off/pick-up area to monitor students' arrival/departure. If any student is not picked up by 15 minutes past the hour, please contact a BL administrator.
- Parents may park and walk to pick up their student.
- Teachers may not leave until all students have been picked up. Remind parents of the time camp ends. Also, be sure to dismiss camp on time.

Student Count During Transition Times

- During transition times (to/from break time, restroom breaks, to/from outside activities), count the students!
- Develop a system with Assistants for keeping track of students and to get their attention
- Keep the blue attendance sheet in the Red Folder.

Teacher Check-in

- **Set-up morning:** Teachers are to check off their name at BL Central to indicate materials were picked up.
- **Each program day:** Main-site teachers should check in each day at BL Central.

Tornado and Fire Drills at Community Sites

- Refer to the Community Classroom Criteria List in the curriculum notebook. Work with the host site to understand the appropriate procedures.
- Train Assistants on the procedures and practice with students on Monday during snack break.
- In case of a tornado warning, please escort students to the safe location site and remain until clear.

Visitor Check-In

- Please notify the Summer Building Coordinator of scheduled visitors prior to their arrival.
- BL visitors must check in and provide a photo ID at the Summer Building Coordinator desk before entering a classroom.
- Visitors are required to wear a name tag.

LPS Standard Response Protocol

Each protocol listed below has specific staff and student actions that are unique to the action. In the event that student or staff identifies the initial threat, calling 911 and administration is advised. Each classroom has information in a wall holder with visuals to represent the actions required.

Lockout- “Secure the Perimeter”

Students are trained to:

- Return to inside of building.
- Do business as usual.

Teachers are trained to:

- Recover students and staff from outside building.
- Increased situational awareness.
- Take roll, account for students.
- Do business as usual.

Lockdown- “Locks, Lights, Out of Sight”

Students are trained to:

- Move away from sight.
- Maintain silence.
- Do not open the door

Teachers are trained to:

- Quickly check hallway and bring all students into classroom.
- Lock classroom door.
- Lights out.
- Move away from sight.

- Do not open the door.
- Maintain silence.
- Take roll using blue student attendance sheet in Red Folder.
- Wait for First Responders to open door.

Evacuate- “To the Announced Location”

Students are trained to:

- Leave personal belongings behind.
- Form a single file line.
- Walk to the location

Teachers are trained to:

- Grab Red Folder which contains a blue student attendance sheet and Parent/Family Re-Unification Form to record who picks up the student from the evacuation site.
- Lead students to Evacuation location.
- Take roll, account for students.

Shelter- “Using the Announced Type and Method”

Students are trained in:

- Leave all personal belongings behind
- Form a single-file line
- Move to designated shelter

Teachers are trained in:

- Lead students to designated shelter area
- Take roll using blue student attendance sheet in the Red Folder.
- Report injuries or problems to BL Administrators or to first responders using Red Card/Green Card method.

Hold- “In the classroom. Clear the halls”

Students are trained in:

- Remain in the classroom until the “all clear” is announced

Teachers are trained in:

- Close and lock classroom door
- Teaching and learning will continue
- Take attendance

On set-up mornings, teachers are to walk the routes with Assistants and check off their class on the list posted in the basement shelter to confirm the route has been completed.

ALL Teachers should walk the route to the basement shelter with their students on the first day of the program week and check off their camp on the list in the basement. **It is important that all camps review these procedures with students and assistants.**

Red Health/Safety Folders:

- Teachers will receive a Red Folder that includes safety materials such as the blue attendance sheets, student information envelopes containing medical/behavioral information, Parent/Family Re-Unification Form and Pink Sheets to record inappropriate student behaviors and contacts with parents.
- Teachers are to select an appropriate place in the classroom for them and their Camp Assistants to have easy access to this folder and take this folder along on field trips and during emergency situations.

Notification of an Emergency Situation

In the event that any of the Standard Response Protocols are required, the following information will be released:

- Police and fire captains and public safety director will be contacted.
- Emails will be sent to parents of that session.
- Info will be recorded on the Bright Lights phone system.
- Local media (radio and TV) will be notified to release info.

Emergency Contacts

Lincoln Police Department

Dispatch (to request an officer) 402-441-6000

Family Crimes Unit 402-441-7220

Service Desk / Information 402-441-8105

Crime Stoppers 402-475-3600

Department of Health and Human Services

Switchboard 402-471-7000

Child Abuse and / or Neglect Hotline 1-800-652-1999

Child Protective-Fax 402-471-5164