



Bright Lights

SUMMER LEARNING ADVENTURES

TEACHER MANUAL

Revised August 2018

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!

1. Timeline of events

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

Oct/Nov	-Recruit teachers - Teachers: register via Bright Lights system to teach
Nov. 1	-\$100 bonus for returning teachers who register by Nov. 1
Dec/Jan	- Teachers: Class descriptions written and approved -Brochure promoting classes is designed and edited
Feb	-Brochure goes to print
March	-Brochure distributed within community and schools -Classes advertised on web site - Registration open to public March 23 (date can vary)
April	- Teachers: Attend training meeting (paid)
May	- Teachers: Lesson Plans due May 1 (mandatory) -Classroom assistant meetings (for 1 st and 2 nd year helpers) - Teachers: Supply requests due May 1 (materials specific to your class) - Teachers: Copy requests due May 15 (if being printed at the Bright Lights office)
June/July	-Programming takes place for five weeks

2019 dates:

June 3-7; June 10-14; June 17-21 International classes; June 24-28; July 15-19

2. Teacher pay

- Half Day Classes: Teacher pay is \$435 for classes with 17 or fewer students, and \$460 for classes with 18 or more students. If class capacity is increased during registration, your pay will be adjusted accordingly.
- Pay guidelines if co-teaching a class:
 - 12-17 students, co-teachers split \$435
 - 18-23 students, co-teachers split \$460
 - 24 or more students, each teacher receives \$435
- Full-Day Camps: Teacher pay is \$870 for classes with 17 or fewer students and \$920 for classes with 18 or more students. Directors receive a stipend of \$50. Also, all Camp Teachers/Directors receive a \$40 lunch and pick-up/drop-off stipend.
- As a bonus, Teachers are entitled to one half-priced class for each half-day class they commit to teach, and 2 half-priced classes 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.
- Teachers whose residence is further than 25 miles from Lincoln will receive 25 cents a mile with a maximum stipend of \$100 for gas. This information is submitted on the teacher pay sheet that is turned in on Friday of the program week.
- Returning Teachers will receive a \$100 bonus when they return to teach the following summer and submit their Teacher Application by November 1.
- New Teachers attending the spring Teacher Meeting receive \$42; Returning Teachers receive \$36.
- **International Program**: Experienced returning Bright Lights teachers are typically recruited to teach the International Classes held in the morning session of a June program week. The students in these classes 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 both the 8-9:00 a.m. Monday meeting and the Friday Closing Ceremony Dinner to receive the full \$80 stipend.
- Teachers are considered casual labor, and no withholdings are deducted.
- Teachers do not receive Workmans Comp 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.

3. Procedures Prior to Program Week

Lesson Plans

- A copy of the lesson plans must be emailed to the Education Coordinator by May 1.
- Lesson should be in required format.
- 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.
- Class description proofs must be approved for the website and printed brochure. Teachers will receive an email to proof their class description and notify the Bright Lights office of any necessary changes. Class descriptions are key to families choosing a class, so accuracy and creativity are imperative.

Copying Procedure

- Class materials can be copied in the BL office during May. Please have requests submitted no later than May 15 and send to info@brightlights.org. Make sure copies are saved as .pdf files and clear directions are included.
- Copying 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, and they can be reimbursed for that expense by submitting receipts (see next paragraph 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 BL office at info@brightlights.org **by May 17**. The supply coordinator will purchase the supplies according to the list, applying the total spent to the class'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 as many as 20 students, plus any assessed material fees as listed in the class 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.
- Basic supplies will be available at the main site in the Supply Room. Items include scissors, construction paper, glue, white drawing paper, markers, tempera paint, water colors, crayons, recycled materials, etc.
- If your class has a material fee, you can get that amount placed on a pre-paid card to purchase supplies prior to your class beginning. For example, if your class 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 Meeting

- 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.

Class Rosters

- Enrollment capacity: 17 for primary or 20 for intermediate and middle school. Adjustments to capacities can be made with teacher and education coordinator approval.
- Rosters will be emailed to Teachers the Wednesday before your class starts. Updated copies will be provided on set-up morning.

Class Confirmations

- All teachers will be required to complete a class confirmation template. Failure to do so will affect compensation.
- A standard form will be emailed to teachers from the BL staff for the teacher to insert information specific to his/her class. Timely and clear communication with our BL families is important to our program's continued success.
- Teachers will be required to send the confirmation (attached to an email or within the body of the email) to the families (addresses written in the Bcc portion so email addresses are hidden from recipients) and to the Education Coordinator when they receive their class roster on the Wednesday before their class starts.
- It is strongly recommend that emails be sent again to parents throughout the week to include field trip reminders, an invitation for the Friday Open House, and any needed supplies from home. Daily communication is highly encouraged and appreciated by parents, and often mentioned as a "plus" on parent surveys.

Classroom Assistants

- Typically, two Assistants are assigned to each class, but this can vary based on the number of volunteers. Teachers may also recruit their own Assistants by submitting the name(s) on the Teacher Application or updating this information by returning to the user account at a later date. It is helpful for this to be completed by April 15.
- Teachers may recruit their own high school aged child as a Classroom Assistant with prior approval by the Classroom Assistant Specialist.
- Teachers need to contact Classroom Assistants before set-up day and make arrangements for Classroom Assistants to help during set-up morning and disassemble on the last day of class.
- Classroom Assistant training sessions will be held in late May for first and second year Classroom Assistants 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 class and completed the 9th grade. Thus, a 9th grader could volunteer for a class where 7th graders participate, but not one with 8th graders.
- Family members may not serve as para-educators or Classroom Assistants for their own child in a class.
- Classroom Assistants 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.
- Assistants will be receive gift cards for performing before-care and lunch duties.

- 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.
- Refer to Assistant Information sheet found on the Teacher Resources page of the website for additional information.
- Wednesday at noon of each week of the program, a pizza luncheon will be held for Classroom Assistants at the Main Site. International Program site assistants will meet for lunch on Wednesday.
- Concerns regarding Classroom Assistants should be brought to the attention of a BL Orange Team administrator as soon as possible.

4. Program Week Procedures

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/bus 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.
- No water for erasing white boards.
- Correct use of whiteboards: Use only white board markers provided by BL.
- No rearranging of existing classroom 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 classroom 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 classroom 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 Classroom Assistant nametags, and other pertinent information. Community Site Teachers will also pick up all supplies and materials as well as snacks for the week, final class rosters, and room assignments, from the Main Site.
- Meetings on set-up day:
 - 9:00 a.m. for Classroom Assistant orientation make-up session
 - 10:00 a.m. stand-up meeting for all 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. An alternate set-up time at the Main Site may be arranged at 7:30 a.m. Monday on the first program day of each week.

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 class 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 classes 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 Classroom Assistant 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. Classes will be designated using the class 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 classrooms at 9:00 AM/1:00 PM led by the Classroom Assistant. Parents may visit the classroom 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 Classroom Assistant.

Main-Site Attendance

- Attendance sheets are provided.
- Teachers should assign a Classroom Assistant to take attendance at First 15, 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, Classroom 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.
- 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**. Staff at the main site will then call the families to inquire about absences.
- Teachers, please return the class roster at the end of the week at the exit interview.
- Take the extra attendance sheet if the class leaves the classroom 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.

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 class 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.

Snacks and Break

- Snacks are available to students and staff every program day.
- Snacks served in the classroom must be store bought or prepared in the classroom. The Main Site does not have kitchen space for classroom use, but a refrigerator and microwave are available in the teacher’s lounge.

- No nuts or nut products will be served or be used in the program due to food allergies. The nurse will provide snacks for specialized diets upon parental notification.
- Snacks will be distributed at the playground door and eaten outside as the students exit for their break. **Teachers and Assistants are responsible for supervision of their students during snack and break.**
- In case of inclement weather, break time will be held in the gym.
- Main Site classes are assigned to one of two snack/break time periods:
 - Mornings—10:00-10:30 a.m. for primary students and 10:30-11:00 a.m. for intermediate/middle school students.
 - Afternoons— 2:00-2:30 p.m. primary students and 2:30-3:00 p.m. intermediate/middle school students.
- The 15-20 minute break time is flexible within the 30-minute assigned period.

Playground Expectations

- A Playground Supervisor will be available on the playground each day, but **Teachers and Classroom Assistants are responsible for actively supervising the safety of students in their class, 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.
- Classes may be assigned a different playground zone every day by the Playground Supervisor.
- Play Equipment Rules: Students should always be “under not over” on equipment; students should always be hanging by their hands and never by their feet.
- Develop a plan for gathering students to return to class after snack/break time. A whistle, noisemaker, hand clap, etc. may be used. Review this plan with Classroom Assistants.

Lunch Care

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

Field Trip Requirements

- **Field trips** must receive approval from the Education Coordinator prior to finalizing the brochure publication at the end of December and generally requires drop-off/pick-up by the parents/guardians at the site **for the entire class time on the date scheduled.** A field trip may be considered when it significantly enhances the curriculum.

- Please review the Field Trip Expectations information found under the Teacher Resources link on the website before planning a field trip.
- All field trips are parent drop-off/pick-up at the site. LPS buses are hired for a few classes 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 class. A BL sign or flag should 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.**
- Contact the Snack/Lunch Care Coordinator on set-up morning so arrangements can be made for taking snacks/bottled water on field trips.
- 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 notify the Summer Building Coordinator the day prior to the field trip.

Dismissal Time

- Classes end at 12:00 PM and 4:00 PM
- When bussing is provided, a daily announcement will be made 5 minutes before dismissal asking teachers to dismiss K-2 bus riders and students going to Lunch Care (for morning students). A Classroom Assistant should accompany these children to BL Central (bus riders) and the lunchroom. Parents remain at the front door area or outside when picking up students.
- Park and Walk campaign is encouraged for a safer pick-up.
- All Teachers and Classroom Assistants need to be outside carefully supervising and assisting students being picked up.
- Classroom Assistants/Teachers should carry the class sign and line up along the sidewalk area on the west side of the building. Move down the sidewalk to allow for all classes to fit. Orange Team members will direct traffic and work with drivers to “call” for the student.
- Please be prompt when bringing your class outside.

5. Communication with Parents and Class Sponsors

Parent/Teacher Communication

- Teachers are required to send a class confirmation email no less than three days before start of class. A template will be provided.

- It is recommended that additional emails be sent to families throughout the week to recap class activities, remind about field trips, and invite them to the Friday Open House.
- Teachers may create a closed-group Facebook page or Blog that can be updated daily with information, photos and videos. Please notify a BL Administrator if an online site is set up (See Social Media Reminders).

Summer Newsletter

- During each session, a newsletter will be emailed from Bright Lights to the families and summer staff with information and updates about the summer program.

Social Media Reminders

- Social media may be used by the Bright Lights staff and Board 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 teacherrecruit@brightlights.org. Please identify the name of the class when the photos are sent.
- **Remove students' and Classroom Assistants' name tags for all photos and videos.**
- The use of cell phones or any social media by students, Classroom 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, Classroom Assistants, Teachers, or Bright Lights staff is prohibited and may result in disciplinary action including dismissal.

Friday Open House Procedure

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

6. Communication with Bright Lights Staff

Teacher Observations

- Teachers will be observed in the classroom by BL Administrators or administrative interns during the week.
- New Teachers will be provided with feedback on the observation.

Surveys

- Teachers will be asked to complete an online survey during their exit interview, in regard to their program week. Your feedback is very important to us.
- After each program week, parents/guardians and Classroom Assistants will be emailed a link to complete an online survey.
- Student Surveys are completed on Thursday or Friday at the main program site for new classes for students 3rd grade and older. Teachers will receive notification of the schedule. Community site classes/camps participation will complete paper surveys if needed.

Teacher Pay Sheet/Supply Reimbursement

- Before the exit interview, Teachers must turn in their green teacher pay sheet and receipts labeled with their name to the Summer Building Coordinator.
- If Teachers would like to be reimbursed for supplies prior to their program week, please contact the Bright Lights office. Teachers may request a pre-paid card to purchase supplies. Receipts are required for these purchases as well.
- Teachers must submit lesson plans, green pay sheet, receipts and Teacher and Classroom Assistant nametags before salaries will be issued. Also required is online acknowledgement of the Teacher Manual and completion of the Teacher Survey.
- Salary and reimbursements will be mailed the week following the program.

Exit Interviews

- All Teachers need to sign up for a 10-minute exit interview at the end of the week they teach.
- Sign-up sheets are on the teacher bulletin board at the main site.
- Interviews are generally held on Thursdays and Fridays before and after school and during the lunch hour.
- Community Site Teachers should call the main site or work with the education coordinator to request a timeslot.

7. Teacher Information for All Class Sites

Promotion

- BL web page, www.brightlights.org, contains the full brochure as well as additional information about the organization.
- The BL Star costume is available for community or school events. To reserve the costume, call the BL office, 420-1115 ext. 43.
- LPS Teachers may promote their BL class but must be careful not to specifically recruit for their own class as it can be seen as a conflict of interest regarding LPS policy.

Substitute Teacher Information

- Contact the Education Coordinator at teacherrecruit@brightlights.org 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 Class Teacher will have that same amount deducted from their week's salary.

8. Main Site Additional Information

Book Fair

- Open daily.
- Classes will have an opportunity to visit the Book Fair and purchase books. Sign-up sheets will be available on set-up Fridays.
- Proceeds benefit Bright Lights and help purchase books given to scholarship students.

Weekly Celebrations

- Tuesday at noon of each program week—"Shirt/Dessert—Pie/Tie" Day is held in appreciation of the Bright Lights Teachers.
 - Teachers are to wear a crazy tie, shirt or costume that follows their class theme, and bring their lunch. Prizes are awarded for best costumes. Beverages and pie will be provided!
- Classroom Assistant Pizza Lunch will be held Wednesday at noon of each program week at the Main Site and at the International Program.
 - 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 classes. 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 class to trouble-shoot potential issues.
- No technology support is available in the building.

9. Teacher Information for Community Site Classes

- Bottled water and snacks will be prepared for each program day and may be picked up during set-up Friday at the Main Site.
- Metal signs, flags, and laminated paper signs are available and must be posted outside the classroom site.
- 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 classes, interacting with and learning English from American students in the same classes. Classes are held at Lux Middle School and are supervised by the International Program Coordinator.

- 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 on the teacher bulletin board at Lux.
- Exit interviews will be held at Lux.
- International Program teachers have a meeting on Monday at 8:00 a.m. and a Closing Ceremony Friday evening. All International Teachers are expected to attend these events to receive the additional \$80 stipend.

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, Classroom 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, Classroom 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, Classroom 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, Classroom 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, Classroom 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, Classroom 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, Classroom 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 class/camp. They are not to accompany an Assistant or Teacher into their assigned classroom unless they are registered for that specific class.
- Teachers and Classroom Assistants may not bring their own child(ren) or any other child(ren) to class 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.
3. 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.
4. 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.
5. 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.
6. All test results shall be kept in the strictest confidence.
7. 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.
8. 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

- Any food brought to class by students to share with others must be store-purchased and labeled. Food brought by Teachers could be 1) store-purchased and labeled, 2) made in class from fresh food, or 3) made at home from fresh food items. Teachers should follow appropriate food preparation guidelines as well as possible food allergies.
- 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, I consent and give permission and the authority to Bright Lights, Inc. to publish and reproduce my photograph and/or materials for promotional and fundraising purposes and I understand that I receive no compensation.

SAFETY AND HEALTH

Buses (not provided in 2018)

- Shuttle buses (rented LPS) will transport students with BL Bus Supervisor during some program weeks to the main program site.
- Bus students will wear a color-coded bracelet for the week.
- Students riding the bus should be released five minutes early and be escorted by a Classroom Assistant to the bus.

- At the Open House on Fridays, check if the students are riding the bus or going home with parents.

Color-Coded Shirts / Name Tags

- Teachers will wear blue shirts, Classroom 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

- 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 rubber band that can be attached to both door handles to hold the latch open. In the event of an LPS Standard Response Protocol, move the rubber band above the 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 class.
- 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 Classroom Assistants. Be sure Assistants understand this is confidential information.
- Exam gloves will be in the supply area; please pick some up to have in the classroom.
- 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.

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 class 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 class 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 confidentiality.

Student Drop-Off and Pick-Up

- Assign one Classroom 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 class ends. Also, be sure to dismiss class 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.
- Keep the blue attendance sheet in the Red Folder.

Teacher Check-in

- **Set-up morning:** Teachers are to check off their name on the Teacher Bulletin Board indicating they have been in to pick up their material.
- **Each program day:** Main-site teachers should check in each day at BL Central board. Community site teachers should call the Main Site and report to the Building Coordinator that they and Assistants are at class.

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:

1. Return to inside of building.
2. Do business as usual.

Teachers are trained to:

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

Lockdown- “Locks, Lights, Out of Sight”

Students are trained to:

1. Move away from sight.
2. Maintain silence.

Teachers are trained to:

1. Lock classroom door.
2. Lights out.
3. Move away from sight.
4. Maintain silence.
5. Wait for First Responders to open door.
6. Take roll using blue student attendance sheet in Red Folder.

Evacuate- “Using the Announced Type and Location”

Types include:

1. In Order
2. In Hand
3. Tactically

Students are trained to:

1. Leave stuff behind.
2. Form a single file line.

Teachers are trained to:

1. 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.
2. Lead students to Evacuation location.
3. Take roll, account for students.

Shelter- “Using the Announced Type and Method”

Types include:

1. For Tornado
2. For Hazmat
3. For Flood
4. For Snow

Methods include:

1. Drop, Cover and Hold
2. And Seal
3. In Silence

Students are trained in:

1. Appropriate Shelter Types and Methods.

Teachers are trained in:

1. Appropriate Shelter Methods.
2. Take roll using blue student attendance sheet in the Red Folder.
3. Report injuries or problems to BL Administrators or to first responders using Red Card/Green Card method.

On set-up mornings, **New 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 class on the list in the basement. **It is important that all classes 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 Classroom 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