

**Pembroke Recreation Department**

**Child and Family Handbook**

**2021-2022**

**Recreation After School Program**

**Recreation Summer Happenings Program**

No person shall be excluded from or discriminated against in enrollment with Pembroke Recreation, or obtaining the advantages, privileges and opportunities of such recreational offerings on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

The Pembroke Recreation Department strives to provide a safe, respectful and supportive activity environment in which all students can thrive and succeed in its programs. The Pembroke Recreation Department prohibits discrimination the basis of race, color, sex, gender, gender identity, religion, national origin or sexual orientation and ensures that all children have equal rights of access and equal enjoyment of the opportunities, advantages, privileges and programs

**Recreation Director After School Program Head Counselor**

Jessica Fulmine, Acting Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recreation Assistant Director Summer Happenings Head Counselor**

Jessica Fulmine, Assistant Director Anna \_\_\_\_\_\_\_\_\_\_\_\_\_

**RECREATION COMMISSION**

Eric Hurt, Chair

Ginger Comeau, Vice Chair Rachel Quinlan, Secretary Corey Pento, Member

Timothy Folan, Member

Nicole Pedro, Member

Grant Nickerson, Member

George Grey, Member

*Recreation Commission meetings are held on the second Tuesday of each month at the Town Hall at 7:30 pm, unless otherwise posted. The Pembroke Recreation Commission invites the public to these meetings.*

The Pembroke Recreation Department strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Pembroke Recreation Department prohibits discrimination the basis of race, color, sex, gender, gender identity, religion, national origin or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges and course of study.

Our efforts include the following:

• Promotion of good citizenship and character; • Discussion of safety issues openly;

• Meaningful family involvement;

• Development of links to the community;

• Emphasis on positive relationships between children and staff; • Identification and referral of problems for solutions;

• Helping children to identify and express feelings safely; • Treating children with respect.

**OUR CORE BELIEFS**

**We believe:**

▪ In creating and maintaining safe and inviting programs, spaces and recreation areas.

▪ All children can participate and may demonstrate participation in different ways.

▪ In making decisions and acting in the best interest of children.

▪ Every member of the recreation community should be valued and respected.

▪ In a community that is ethical, civil, and respectful of individual differences.

**Reporting of Abuse or Neglect**

As required by law, any and all suspected incidents of child abuse must be reported to a Recreation Department employee.

**Contact & Resource People**

Recreation Director

Assistant Recreation Director

Summer Happenings Head Counselor

After School Head Counselor

Assistant Summer Happenings Counselor

After School/Summer Counselors

**ADMISSION POLICY**

No person shall be excluded from or discriminated against in admission to Pembroke Recreation Department, or obtaining the advantages, privileges and programs of such recreational opportunities on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

**BULLYING, HARASSMENT & DISCRIMINATION**

The Pembroke Recreation Department does not tolerate harassment based on gender identity, sexual orientation, disability, homelessness, race, sex, color, religion and national origin. All complaints of harassment or bullying are fully investigated, and appropriate steps are taken to remedy the situation. All children are expected to cooperate fully in any investigation of harassment or bullying. **If a child feels he/she is a victim of harassment or bullying, they should contact a counselor or administrator immediately.** All complaints of harassment or bullying will need to be reported by staff or children to the Assistant Director, or the Recreation Director.

Information provided during an investigation of harassment or bullying will be treated as confidential. An investigation of a complaint of harassment or bullying will be conducted by the building administration. The investigation may include:

• Separate private interviews with the complainant and each person accused of harassment or bullying

• Interviews of witnesses

• Written statements by complainant, accused and witnesses

• At the conclusion of the investigation, the assistant director, director, or the director’s designee will recommend an appropriate action

• Parents or guardians will be notified, and additional actions may include suspension or expulsion from the 2022-2023 Recreation Department season.

Any child found engaging in harassment or bullying, condoning harassment or bullying, or retaliating in cases of harassment or bullying is subject to disciplinary sanctions from warning up to and including suspension or expulsion. The assistant director, director, or director’s designee will monitor the situation as needed.

**TECHNOLOGY**

Children and parents/guardians participating in Bring Your Own Device must adhere to the Behavior Handbook, as well as the Pembroke Public Schools Acceptable Use Agreement as stated in the PPS Student Handbook at [www.pembrokek12.org](http://www.pembrokek12.org). Furthermore, the student must agree to the following conditions:

• The child takes full responsibility for his or her technology device. The department is not responsible for the security of student-owned technology.

• The child will refrain from using social network tools for personal use.

• The child complies with each counselor’s request to shut down the device during program time.

• The child realizes that printing from personal technology devices will not be possible at school.

• The child will only access files on the device or Internet sites which are relevant to the program curriculum.

• The child will only access the Internet using our wireless connection.

• The child acknowledges that our network filters will be applied to one's connection to the Internet and will not attempt to bypass them.

• The child realizes that processing or accessing information on school or town property related to “hacking”, altering, or bypassing network security policies is in violation of the PPS Acceptable Use Agreement policy and will result in disciplinary actions.

• The use of cell phones, other than for program purposes as outlined by the policy, is not permitted and they should be kept in a secure location (book bag, pocketbook, etc.).

Inappropriate or unauthorized use of cell phones will result in the confiscation of the device by Recreation personnel and disciplinary action.

**COMMUNICATION**

Parents/caregivers are encouraged to contact the Recreation Director so that concerns may be addressed in a timely manner. Program counselors will inform parents/caregivers as to what is happening in the program. The Recreation Director will always try to return phone calls as soon as their schedule permits. Classes will only be interrupted during the school day in the event of an emergency.

**DISCIPLINE CODE**

Children in the community center and elementary schools are expected to conduct themselves in a courteous and cooperative manner.

The goal of student discipline and the code of conduct is to ensure mutual respect and responsible behavior. When the conduct of a child interferes with his/her own progress, the recreational learning and enjoyment of other students, or the orderly operation of the program, corrective procedures shall be utilized.

All members of the recreation community have the responsibility to conduct themselves in a way that demonstrates respect for all individuals, their rights and their property. All members of the recreation community must also understand and support the standards of conduct of the department and assist in the enforcement of rules and regulations. This behavior is expected during all programming series, and special events of the program, both on and off campus.

Recreation administrators have the discretion to increase consequences in cases where children have reached more than one offense. In determining the severity of the penalty or suspension, the administrators may consider all relevant factors including, but not limited to, the following:

• The child's previous disciplinary record;

• The severity of the disruption of the recreational process;

• The degree of danger to self, others, and the department in general;

• The degree to which children are willing change their inappropriate behavior.

**Rules & Regulations**

**General Expectations for Child Conduct**

1. All children will respect and adhere to the standards established by each program and to the standards established for the total school setting.

2. Children are not permitted to bring to school any items which constitute a safety hazard for themselves or other children (example: knives, fireworks, matches).

3. Children are expected to adhere to the Code of Conduct. (See previous section)

**General Procedures**

1. Infrequent or minor infractions of the rules and regulations will be handled by the program counselor.

2. Continuous minor infractions may result in an office referral.

3. Serious infractions of departmental rules and regulations may result in more significant behavioral consequences and parent notification.

**Definitions**

Minor infractions constitute initial violations of the rules and regulations cited in this code. Major infractions may include, but are not limited to:

1. Willful injury of another child

2. Assault or battery on any school personnel

3. Continuous disregard for the program rules and regulations

4. Continuous disruptive behavior in the classroom, gymnasium, or on the playground

5. Vandalism

**Discipline Procedures**

The Recreation Department in Pembroke follows a progressive discipline philosophy. The types of behavior that will not be allowed in Recreation, on school or town grounds or at Recreation-sponsored events and trips are identified in this child and family handbook and through Recreation policy.

**DISCRIMINATION, TITLE IX & CIVIL RIGHTS**

Federal Law prohibits discrimination on the basis of gender or disability in educational programs or activities receiving Federal financial assistance. In accordance with the requirements of Title IX of the Educational Amendments of 1972, the Pembroke Recreation Department hereby make notice that it does not discriminate in any educational programs or activities or in employment therein.

**FIELD TRIPS**

The Pembroke Recreation Department recognizes the value and importance of field trips and travel as an extension of the recreational program environment. Such experiences enrich children’s learning and provide opportunities for active engagement and broaden the perspectives of those who participate.

In order to ensure the safety of students involved in field trips, all chaperones are required to have had a current CORI check.

**INTERNET SAFETY & ACCEPTABLE USE POLICY**

The Pembroke Recreation Department may provide access for employees and children to the system/network, including access to external networks (Internet and web sites) for limited programming purposes. Programming purposes shall be defined as program activities, career and professional development and appropriate independent activities of an education nature. The system/network will be used to increase communication (staff, parent and child), enhance productivity, and assist staff to improve existing skills and acquire new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, government agencies and businesses.

Access to the system / network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing the use of the system and shall agree in writing to comply with such regulations and procedures.

Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Pembroke Recreation Department. Violations of law may result in criminal prosecution as well as disciplinary action by the Pembroke Recreation Department.

Monitored Use

Electronic mail transmissions and other use of electronic resources by employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

Filtered Access

The Pembroke Recreation Department will use available technology to protect children and staff from inappropriate materials. Although this filtering technology is useful and, in most cases effective, staff will need to provide on-site supervision of children using the Internet. The technology is not a substitute for on-site supervision.

Liability

The Pembroke Recreation Department shall not be liable for users’ inappropriate use of electronic resources or violations of copyright restrictions, user’s mistakes or negligence, or costs incurred by users. The Pembroke Recreation Department shall not be responsible for ensuring the accuracy or usability of any information found on external networks (Internet and web sites).

**OUTDOOR RECESS**

Children will have recess outdoors at all times when weather permits. It is generally felt that if a child is healthy enough to be in school, the child is healthy enough to enjoy outdoor recess. Please dress your child appropriately for the season (e.g., hats, mittens, etc.). Exceptions to this policy are made upon receipt of a note from a physician or from a parent for medical reasons.

**SCHOOL CLOSING AND EMERGENCY ANNOUNCEMENTS**

Recreation Department is guided by the Pembroke Public School’s decisions to close or issue an early dismissal and programs are not offered when such a determination is made. School closings, dismissals and emergency announcements are broadcasted on local and Boston area TV and radio stations and posted to our website. You may also sign up for the Pembroke Public School’s broadcast email system and our automated telephone messaging system. This system uses the telephone numbers you provide to the school, so please make sure that the school always has your most up-to-date contact information.

**SEXUAL HARASSMENT**

Our departmental goal is to create a positive recreational environment for every child and faculty member. For this reason, sexual harassment will not be condoned or permitted under any circumstances. Sexual harassment is defined as unwelcome sexual behavior, which creates a hostile or offensive environment. It may include name calling, verbal or written comments of a sexual nature, unwanted physical contact of a sexual nature, or other unwelcome behavior which is sexual in nature. Anyone who feels that he/she has been the victim of sexual harassment should report this immediately to the director, assistant director, head counselor, or program counselor for investigation. Corrective action will be promptly taken where it is necessary.

**WELLNESS**

**Food Allergies:**

Food allergies and anaphylaxis are potentially life-threatening conditions. All Pembroke schools are responsible for developing an individualized health care plan (IHP) for the identified students as well as a medication administration plan. Staff will work with parents to understand the typical symptoms, manage avoidance of the allergen and educate peers. A notice will be sent home the beginning of the session if your child is in a room that is a “food allergy program”. This note will explain how the session can be “allergy aware” and any other precautions that need to be taken.

Food allergy tables are designated in the programming space as needed. Snacks will be checked in the space as needed. Parents/Guardians of classmates are asked to be sensitive to those with food allergies and take into consideration the types of food sent to school from home.

Thank you.

Pembroke Recreation Department