

# EAGLES/EDGE

EXPLORE.  
EXCEL.  
GROW.

## Employee Handbook



## Summer 2023

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# EAGLES/EDGE

EXPLORE.  
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GROW.

## Our Mission

EAGLES/EDGE is the Auxiliary Department of St. John's Prep, providing programming for children and teenagers to explore new interests, excel in their chosen activities, and grow both as individuals and members of an inclusive community.

EAGLES/EDGE programs are open to *all* girls and boys aged 4 to 18, whether they are affiliated to St. John's or not. All are welcome!



# Welcome!

We are excited to welcome each and every one of you to the EAGLES/EDGE summer programs team for 2023. A successful summer program experience is founded on the quality of the people who will be working with our participants every day, and we couldn't be more excited about our team this summer. We believe that camp is a place where amazing things can happen when campers are connected to each other and their counselors, and feel that they are a valued part of the community. You make those connections a reality with each positive interaction you have with a camper.

This handbook will be your reference for questions relating to how things work here, what our expectations are and what you can expect from us. Please read it carefully. In addition, staff training sessions will help you understand our programs and goals in greater detail, and help you begin to experience the spirit of EAGLES/EDGE and St. John's Prep.

We look forward to working with you.

*Mike & Laurel*

## **Director of Auxiliary Programs**

Mike Evans

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## **Assistant Director of Auxiliary Programs**

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# CONTENTS

## GENERAL INFORMATION

Goals of the Program

## PROGRAM ORGANIZATION

CAMP PROGRAMS

## QUICK REFERENCE

Administration

EAGLES/EDGE SUMMER HOURS OF OPERATION

Counselor Health

## STAFF INTERACTIONS

Counselor Clusters

Personal Contact

Language Tips

Checklist for Staff

## PERSONNEL POLICIES

Paychecks

Paychecks will be issued through direct deposit.

Hours

Staff Training and Development (105 CMR Reg. 430.091)

Final Day of Camp

The entire staff may be asked to remain until 5:00pm on August 19, 2022 to close camp at the end of the season.

Attendance

Staff Break Policy

Parking

Meals

Staff Internet and Social Media Policy

Personal Possessions and Equipment

Cell Phones

Attire and Appearance at Camp

Staff Performance and Evaluations

Golf Cart/Electric Trucks.

## BEHAVIOR MANAGEMENT GUIDELINES

Specifically, EAGLES/EDGE staff are expected to:

Staff Responsibility

WHAT OUR CAMPERS NEED

## DISCIPLINE PROCEDURES

Behavior Plans

Updated January 20, 2023

## Strategies for Dealing with Challenging Behavior

### SEXUAL HARASSMENT

Complaints of Sexual Harassment

Sexual Harassment Investigation

Disciplinary Action

### SAFETY POLICIES

Release of Campers/Camper Absences

Abuse (105 CMR Reg. 430.093)

Pool Safety

Changing Room Policy

### BULLYING POLICY

Reporting of Bullying, Cyberbullying, or Retaliation

Responding to a Report of Bullying, Cyberbullying, or Retaliation

Investigation/Determination

### EMERGENCY PLANNING AND CRISIS RESPONSE PROCEDURES

CRISIS MANAGEMENT TEAM (CMT)

FOR A CAMP EMERGENCY REQUIRING ASSISTANCE

MEDICAL EMERGENCIES

MISSING CAMPER PROCEDURES (105 CMR Reg 430.210C)

FIRE PROCEDURES

Meeting Locations

INTRUDER PROCEDURES

SHOTS FIRED PROCEDURES

LOCKDOWN PROCEDURES

SEVERE WEATHER PROCEDURES

EVACUATION PROCEDURES

INTERNAL COMMUNICATIONS

EXTERNAL COMMUNICATIONS

### HEALTH CARE GUIDELINES (105 CMR Reg. 430.159)

Treatment Guidelines for Specific Health Concerns

When to See Your Camp Nurse

### EXTENDED DAY PROGRAMS

Camper Concern Form

## **GENERAL INFORMATION**

### **Definition of a Camper**

Updated January 20, 2023

Regardless of which program a child is registered for, they will be considered to be a camper. At EAGLES/EDGE, a camper could be a child registered for a fun summer camp experience through Camp Chris; an athlete honing their lacrosse skills in our Lacrosse Clinic, or enrolled in an academic Algebra advancement class. All campers must be registered in our online registration portal and will have their paperwork checked by the EAGLES/EDGE nurse and administrative team. This includes Counselors-in-Training.

## **Philosophy**

The fact that you will be working with us implies that we most likely have a common understanding regarding the goals of camp and how to work best with children. However, formally stated, they are as follows:

**Camp is for children.** Our goal is to help campers explore new interests, excel in their chosen activities, and grow as individuals and members of an inclusive community. One of the most valuable gifts we can give a camper is sound guidance toward gaining a sense of self-confidence and pride physically, socially, and emotionally. In order to meet these needs, we offer fun, educational, and socially enriching experiences, including activities that awaken awareness of the world around us. We also encourage campers to try new experiences within the safety of an environment that promotes respect for others, trust, and friendship. We help youngsters develop physically by challenging them appropriately and helping them understand how to use and care for their bodies.

Finally, camp is also about developing a broad range of emotional competencies. Among these are the ability to work with others, persevere, recognize the emotional reactions of others, recover from setbacks, and assess risk.

We encourage a healthy understanding of competitiveness with one's own self. This does not mean that we ignore or eliminate competition in our activities, only that we don't emphasize it so that we can help children view themselves and others as unique and valuable individuals. The camper that excels on the sports field, may find arts and crafts activities a greater challenge. The child who is fearful of playing soccer may be a star in the drama production. We want children to discover themselves and feel comfortable expressing who they are in their relationships with their peers and adults. At EAGLES/EDGE, fun and learning go hand in hand.

By creating an environment that is child-oriented, accepting of differences, and nurturing, we encourage the development of talents and abilities in campers. **There is no doubt, however, that it is the staff who make the campers' experience truly valuable and long-lasting.** We employ mature staff who love young people, can "get down to their level" while holding high, but realistic expectations of them, and who can accept the wide span of abilities and personalities among those in their charge.

### **Goals of the Program**

The goals and objectives of camp are far reaching, and involve not only the children, but the parents and staff as well. As a staff member, we ask for your commitment and enthusiasm. Furthermore, we encourage and support all staff in setting and achieving their own personal and professional goals.

Highlighted below are some of our goals:

- To provide a positive, enjoyable, and educational experience for campers.
- To encourage the building of relationships between campers and staff. The creation of friendships is one of the most important goals of camp.
- To expose campers to a variety of activities in an atmosphere that is supportive and respectful. We encourage a "challenge by choice" mentality, not forced engagement through peer pressure or coercion, which we feel sets the tone and directs our children's experiences.

## PROGRAM ORGANIZATION

EAGLES/EDGE is the auxiliary program department of St. John's Prep in Danvers, MA. St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust and zeal, we educate students to be, do and stand for good in the world.

Ultimately, the Head of School and the Board of Trustees oversee all camps and programs run by EAGLES/EDGE.

The camp must comply with regulations of the [Massachusetts Department of Public Health](#) and be licensed by the [local board of health](#).

The camp's year round administration consists of the Director of Auxiliary Programs (Mike Evans, Assistant Director of Auxiliary Programs (Laurel Grady), and the Auxiliary Office Manager (Jenny Doherty). The Director of Auxiliary Programs reports directly to the Chief Financial Operating Officer, Jared Stanton.

Each program and activity area also has its own program director.

## CAMP PROGRAMS

### **Camp Chris**

Camp Director - Laurel Grady

### **Exploration Camps**

Camp Coordinator - Ted Silva

### **Eagles Sports Camps & Clinics**

Camp Coordinator - Nick Romeo

### **Academic/Enrichment**

Director - Mike Evans



In Camp Chris, activities such as arts/crafts, sports, computer, nature, drama, music, aquatics, and photography are organized by specialists who are primarily responsible for planning and teaching.

Upper Camp: Arts & Crafts -

Upper Camp: Camp Sports -

Upper Camp: Drama -

Lower Camp Arts & Crafts:

Lower Camp Music & Movement:

The counseling staff is made up of senior counselors, counselors, and junior counselors. There are also lifeguards and water safety instructors for both teaching and lifeguarding at the pools.

SJP Aquatic Director- Jeff Fiore

Indoor Pool Coordinator Indoor -

Outdoor Pool Coordinator Outdoor-

The total number of seasonal staff is approximately 145.

The camps accommodate 600-775 campers per session in both our general Camps and specialty programs, some of which travel off-campus. Groups are organized by grade level and are coed. There is a camper-to-counselor ratio of between 1:4 to 1:10 depending on the ages.

Lower Camp groups usually consist of 10-16 campers, while Upper Camp groups have between 20-25 campers. Exploration Camps typically have a ratio of 1:6, although Sports Clinics usually have a ratio of 1:10.

The camp season is nine weeks long, from Tuesday June 21 2022 - Friday August 19 2022. Camps operate between the hours of 8:50 am to 4:15 pm Monday through Friday. There is an Extended Day program from 8:00 a.m. to 8:50 am and 4:00 to 5:00 pm for all campers.

## QUICK REFERENCE

### Administration

Camp Chris Assistant Camp Director	Tristan Ryan Email Cell
Sports Camps/Clinics Coordinator	
Lower Camp Coordinator	Caitlin
Upper Camp Coordinator	Laura Johnson
Age Group Coordinator - FLIGHT SCHOOL	
Age Group Coordinator - JUNIOR EAGLES	
Age Group Coordinator - GOLDEN EAGLES	
Age Group Coordinator - SOARING EAGLES	
Age Group Coordinator - SENIOR EAGLES	
Sports Activity Coordinator- JUNIOR SPORTS	
Sports Activity Counselor - SENIOR SPORTS	
Auxiliary Office Manager/Registrar	Jenny Doherty
E/E Office Manager	
Health Team	
Senior Nurse	

### EAGLES/EDGE SUMMER HOURS OF OPERATION

Early Drop Off	8:00-8:45am
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Updated January 20, 2023

Regular Drop Off	8:50-9:10am
Regular Pick Up	3:50-4:15pm
Extended Day Pick Up	4:00 - 5:00pm

### **General Camp Schedule**

The schedules for camper groups in Camp Chris and Exploration Camps are pre-set and carefully designed. All staff will receive their actual schedules during staff training, but what follows is a set of sample schedules that provide a sense of how the camp day is structured and how each day progresses.

### **Lower Camp Sample Schedule (Pre-K)**

Upper Camp schedules offer choices during some activity periods, providing campers the opportunity to select which activity they would like to participate in.

### **Upper Camp Sample Schedule**

#### **Exploration Camp Sample Schedule (on campus)**

#### **Junior/Senior Sports Camp Sample Schedule**

### **Rainy Days**

Although we hope to never have rainy days at camp, we usually have one or two. During these days it is very important to keep a positive attitude. This might be hard, but the campers will pick up on an unhappy disposition, which will make it harder for them to get through what could be a negative experience.

- Camp Coordinators will develop rainy day schedules.
- Depending on the conditions groups may be assigned to an indoor area.
- Normal drop-off/pick-up routines will apply, unless otherwise communicated.

### **Lunchtime**

Lunchtime is such an important part of the camp day! It's the farthest thing from a break in your day- there's lots that needs to happen in a short amount of time. You should be checking camper lunches when they arrive each morning to make sure that they have one, and let us know if they don't ASAP so we can get one made or brought from home for them. During lunch you should:

- Take everyone to get their hands washed- you can make it go quickly if you help with towels, soap, etc.
- Make sure that everyone is unpacking their lunch, and having something to eat. Check to make sure that camper's lunches are nut free.

- Encourage everyone to eat something, but don't make it a power struggle. Campers run better on fuel, and we'd like to make sure that everyone eats something that gives them the energy to carry on. Be mindful that campers may struggle with eating disorders or sensory issues.
- All uneaten food should be packed up to be brought home (if possible) and let your supervisor know if you see an issue forming.
- Lunch is a great time to relax, but you should keep observing kids throughout this period too. Choking, allergic reactions, unacceptable camper behavior can all happen in this informal environment.
- Encourage everyone to fill up water bottles and have a drink during lunch.
- Make sure you get to eat - it's a great time for counselors to spread out and talk with their campers.
- Collect trash in a trash bag and tie it up. The Ops Team will pick these up after lunch.
- Wash hands again at the end of lunch to make sure no allergens are spreading!

### **Traveling around campus**

We have a 175 acre campus, and it seems like we are always go, go going! The trick is, to do it safely. When lining up, you should absolutely know the number of the day and count and check several times. Make sure all camper gear is accounted for, and all trash is picked up. When moving around campus, there should always be a counselor at the front of the line and the back of the line. When crossing the street- make sure that there are no cars coming- one counselor should stand on each side of the group in the oncoming traffic lane while the group crosses. Keep counting! When you arrive at your destination- have a counselor check if the activity is ready for you- if not, keep campers organized and play a quick waiting game, make a restroom visit, etc. At no time should campers be walking anywhere by themselves!

### **Counselor Choice/Activity areas**

There will naturally be some counselor choice periods in your day. Often, they are right before or after a swim period, to allow everyone time to dry off and change- but that won't take a whole period, and programming should still happen. This summer, the "Hub"- basketball/gaga pit area will be by schedule only- it cannot be a counselor choice spot. During your time with your campers, you should have something planned and ready to go- games, brain teasers, a nature walk, play sports (see your supervisor for available field space) and more!

### **Our Beautiful Campus!**

We're so lucky to have this amazing campus to use all summer long- the year round community loves it, too, and treats it so well. Please, think about your impact on the spaces we use- clean up trash as you move from space to space, when you can, walk on sidewalks. Indoors- no wet campers on furniture, slow feet and low voices. The classrooms that you use are a professor's home during the year- please don't touch their belongings, and keep campers away from things that aren't to be played with. The video equipment in each classroom is **STRICTLY** off limits.

### **Counselor Health**

You're the reason that our campers come back year after year- we need you healthy and able to make the best decisions! It's important that you model healthy choices to the campers- use sunblock frequently, stay hydrated, eat a healthy lunch, take your break and get a moment to regroup. If you start to feel ill during the day, please let your counselor know immediately!

How you spend your time away from camp affects how your day goes- if you are working out intensely, partying intensely, or staying up all hours of night- chances are that you will not be 100% the next day. Take time to get sleep, get hydrated, let your body physically recover.

If you are unwell and cannot come to camp, you should immediately text your supervisor and Laurel at 617-480-6926. We'll discuss next steps with you.

### **Camper Stuff and Lost and Found**

There is SO MUCH stuff at camp- we need your help to manage it! If you can, make sure that your camper's gear is labeled. You can always get tape and a sharpie in the office if you need to label something. Help your campers manage their belongings- pack their stuff back into bags, check the spaces they were in. PFDS can be left at the pool house for the week. Check the locker rooms and changing areas before you leave. (and when you get there!) All lost and found items should come to the camp office **EVERY** day- we can help families look for items, and if everything comes to the office, you'll know where to look for something that goes missing.

We have a collection of towels, sweatshirts, rain jackets and more in the office- if your camper comes without something they need- come borrow it for the day, and when you return it, let us know it was borrowed- we'll get it washed and back in the available pile!

## STAFF INTERACTIONS

### Goal

We are so happy to have a dedicated, diverse, and talented staff working here this summer. All of us are here to make a difference in the lives and memories of the children we will meet. In the meantime we will also be making friendships and memories with each other. Keep in mind this is a professional environment where we are all learning from one another. Just as we honor each child's opinions and feelings we also have to model that same behavior. At EAGLES/EDGE we provide an environment where all staff and children learn beside one another. The staff are teachers and teachers in-training who are knowledgeable and respectful of the stages of development. Staff are hired based on their ability to empower and respect each individual camper, and the expectation is that this is reciprocated with each other.

You will undoubtedly become close with other staff members this summer. That said, there may be staff members with whom you do not see eye-to-eye. No matter what, remember that you have a common goal with everyone here: **to keep our campers safe and happy**. Keep your interactions with staff positive at all times. If you do have a disagreement to work through, do not do it in front of campers. If need be, contact an administrator for help.

### Counselor Clusters

Counselor clusters are groups of staff hanging around with each other rather than with the campers. This usually happens when two or three groups get together to do a game/activity as a larger group, such as on the basketball court, or ga-ga pit. This is considered unprofessional and unsafe. All Campers must be within eyesight at all times. Please be mindful of this at lunchtime.

### Personal Contact

A friendly touch that may seem acceptable with your colleagues can be easily misinterpreted by our campers. If you feel as though a child needs comfort (a hug/ pat on the back) **please ask the child first**.

As with adults, not all children want a hug. Be respectful of their space and ask them, "Do you want a hug". Teasing regarding personal attributes of another camper is completely unacceptable. Children must be treated with the same respect that you would want to be treated.

We discourage lap-sitting - please divert incoming students to sit beside you. At no time should staff carry campers - if they are injured, have the nurse come to you, and if they are unwilling or unable to walk, or a flight risk, let leadership know and they will assist you.

### Language Tips

Engage with the children, get to know them. During lunch and other down times see if there is an opportunity to get to know your campers better. Always use positive reinforcement, "I saw

Updated January 20, 2023

that you included Brendan in a game of tag. What a great friend! You made him feel special.” Instead of saying “good job” describe what you are seeing as a positive thing, “I see that you chose red to make the zig zags in your picture”. They will learn what they are good at simply because you noticed.

When interacting with colleagues please avoid talking about children while they are in hearing distance. If you need to ask a question or talk about an issue with another staff person, please call the AGC or Camp Coordinators to get help to do so.

When campers ask about you, please keep the conversation “camp appropriate”. If you are not sure/comfortable with what is appropriate, please discuss with your AGC.

### **Checklist for Staff**

Use this checklist as a guide to getting to know your campers. Remember, little things can make a big difference in our campers’ time here! Within the first few days, you should be able to answer *yes* to the following questions:

- ✓ Do I know the names of all of my campers and pronouns?
- ✓ Do all of my campers know each other's names?
- ✓ Does each of my campers know my name?
- ✓ Has each of my campers made eye contact with me (if appropriate/capable)?
- ✓ Do I know each of my campers’ favorite camp activity?
- ✓ Do I know at least one thing about each of my Campers? (Favorite TV show, sport, pet, friend, hobby, etc.)
- ✓ Has each of my campers made at least one new friend at camp?
- ✓ Have I created a safe, non-threatening environment for my campers to be successful?

## **PERSONNEL POLICIES**

### **Equal Employment Opportunity**

EAGLES EDGE/St. John’s Prep does not discriminate in hiring staff or accepting campers on the basis of race, color, creed, religion, sex, age, ethnicity, national origin, ancestry, gender identity, sexual orientation, genetic information, disability, military or veteran status, or any other legally-protected status.

### **Conditions of Employment**

At the time of employment, a contract or staff agreement shall be signed by both EAGLES/EDGE, the employer, and the staff member, the employee. A personal interview with the Camp Director or their designee is required.

The hiring process also includes three reference checks along with a criminal background ([105 CMR Reg. 430.090](#)) check and sex offender check. You will also be required to have your fingerprints taken at an approved center. Health forms reflecting current satisfactory health, a completed W-4 form and an I-9 with proof of citizenship are also required. Furthermore, all staff members are expected to attend and participate in staff training, camp set-up as needed and the June Camper Orientation. Each staff member will be furnished with a job description.

Additional contracted responsibilities include, but are not limited to:

- Professional behavior at all times.
- Courtesy to all other drivers when driving a camp vehicle or when campers are present in a vehicle operated by an EAGLES/EDGE staff member.
- Reporting to the Director of Auxiliary Programs, or his designees, any situation where the behavior of a staff member may endanger a child, another counselor, or any individual; where the camp's reputation may be compromised.

### **Paychecks**

**Paychecks will be issued through direct deposit.**

For those employees hired on an hourly salary, the 2023 pay dates are as follows:

- **July 7**
- **July 21**
- **August 4**
- **August 18**
- **September 1**

Those SJP employees hired to run an academic program or athletic clinic will be paid an agreed upon stipend. The 2023 summer stipend pay dates are as follows:

- **June 23**
- **July 21**
- **August 18**

EAGLES/EDGE is required by law to deduct federal, state and social security payments where applicable. Therefore all employees must provide a social security number and a W-4 form to the E/E office at the time of employment. EAGLES/EDGE does not prepare the paychecks, but submits either timesheets (for hourly employees) or salary totals for seasonally salaried employees to an outside agency.

***As a seasonal employee you are not entitled to unemployment compensation.***



If a staff member feels that an error has been made in preparing their check, they should speak directly with the Director of Auxiliary Programs. If an error has been made, we will attempt to rectify it as soon as possible.

### **Hours**

Staff are expected to be present and actively engaged when camp is in session. EAGLES/EDGE staff hours are 8:45 a.m. to 4:15 p.m. for all programs, **unless agreed upon by the Camp Director.**

Morning Extended Day staff are expected to arrive by 7:50 AM and Afternoon Extended Day staff may leave when the last camper leaves. Those staff working Extended Day (4:00 pm to 5:00 pm) will be under the direction of the Assistant Director of Auxiliary Programs, and should, therefore, see her with any questions regarding hours and responsibilities. An additional stipend is paid for this role.

Bus Monitors play an important role in ensuring that our campers are transported safely from their bus stop to camp, and from camp to their bus stop. Each camper must be checked out to an authorized caregiver. An additional stipend is paid for this role.

### **Staff Training and Development ([105 CMR Reg. 430.091](#))**

Staff training is an ongoing process. While the majority of training takes place before camp opens, some training, workshops, and team-building activities take place throughout the summer. These meetings are announced well ahead of time and attendance is **mandatory**.

There are also required camp meetings for E/E staff whilst camp is in session every Tuesday at 8:00am.

If you miss a training session (pre-camp or during camp) you will have to check in with your respective supervisor to make up these sessions.

### **Final Day of Camp**

The entire staff may be asked to remain until 5:00pm on **August 18, 2022** to close camp at the end of the season.

### **Attendance**

All staff must check in with their immediate supervisor when arriving on campus and before departing each day. Daily attendance including staff absences, late arrivals, and early departures will be reported by supervisors to the Assistant Director of Auxiliary Programs each day. All requests for absences or time off must be made in writing directly with and approved by the Assistant Director of Auxiliary Programs.

Except for the use of earned sick leave, as described below, each day of absence, regardless of the reason, will result in a deduction of one day's pay prorated for the season. Any adjustments will be made in the final paycheck. Should the absence occur after those checks have been prepared, the final check will not be issued, but an adjusted check will be prepared at the earliest possible date following the close of camp. Absence for more than one day, without a satisfactory explanation to the Assistant Director of Auxiliary Programs, and except for the appropriate use of earned sick leave, will subject the staff member to discipline, up to and including termination.

Each staff member's contract clearly outlines hours of employment, including the specific times at which their job begins and ends each day. Late arrivals and early departures by staff will not be tolerated. The first unexcused late arrival or early departure by a staff member will result in a verbal warning by the Assistant Director of Auxiliary Programs and/or Assistant Camp Director. The second unexcused late arrival or early departure will result in a written warning that will be placed in the staff member's personnel file and be factored into future employment decisions. Three or more instances of unexcused late arrival or early departure may result in termination of employment.

### **Earned Sick Leave**

Staff members earn eight hours of sick leave for each full month they work at the Camp. For purposes of sick leave, a month begins on a staff member's first day of work and each 31st day thereafter. Earned sick leave accrues on the last day of each month. **Staff members may begin using accrued sick leave 90 days after their first day of work and may use it for any purpose allowable under the Massachusetts earned sick leave law, G.L.c. 149, 148c.**

Staff members must give the Camp notice of any use of earned sick leave. For pre-scheduled or foreseeable absences, staff members must give notice seven days in advance. If the need for sick time is unforeseeable, staff members must report this need as soon as is practicable by calling the E/E Office and speaking to the Camp Director or Assistant Director. Sick leave will not excuse lateness for work unless used for an allowable purpose under the law.

Staff members who use sick leave must verify in writing that they have used it for an allowable purpose. Any staff member who misuses earned sick leave by taking it for a purpose other than an allowable purpose under the law will be subject to discipline up to and including termination.

Upon returning to work after a "break in service" of more than four months, a staff member retains unused earned sick leave only if the accrued amount exceeds 10 hours. After a break in service of more than 12 months, a returning staff member loses any unused earned sick time but does not need to wait 90 days before using sick time that accrues thereafter. No payment will be made for earned, unused sick leave upon separation from employment.

### **Staff Break Policy**

Each staff member is entitled to one 30 minute unpaid break during each full day worked, which must be taken on campus in approved locations. Staff must deliver their campers to their activity, check in with the staff that they are leaving, and return within 30 minutes, in time to escort their campers to their next activity. Breaks need to be scheduled each day and approved by the AGC. Breaks may not happen during arrival or dismissal, or during all camp events/all hands on times.

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

Per [105 CMR, Reg. 430.151](#), all staff, hourly employees and salaried staff members, must have a valid, signed health history and medical form on file with the Camp Office. Health histories and the required emergency information must be complete and received by the camp before payment for any services will be made. A complete Immunization Record is part of the validation process, while a yearly physical exam is not. EAGLES/EDGE does, however, encourage all staff to have regular physical examinations, at least once a year. Failure to comply with this request places staff in non-compliance with EAGLES/EDGE policies and State Health Code.

St. John's Prep has required that all employees be vaccinated against COVID-19, unless a medical or religious exemption is documented. We highly recommend employees having an up-to-date booster shot as this will reduce the likelihood of quarantining should you be exposed to the virus.

### **Insurance**

Injuries that occur in camp and which are directly related to the performance of usual, assigned, or specially requested duties will be covered under the State Workmen's Compensation Act, and should be reported directly to the Nurse who will then write up an accident report. Accidents or injuries not covered by Workman's Compensation are the responsibility of the individual counselor. Injuries which occur in violation of EAGLES/EDGE policies or practices will not be compensated.

### **Parking**

Employees should only park their personal vehicles in the Spring Street parking lots. Please do not park in the Athletic, Ryken or Xavier/Admin complex lots as these are reserved for SJP faculty, coaches, and staff. Please do not park in the Memorial parking lot as this is where our buses unload and load each day. Do not park in the Ben Hall lot as we run check in and out of that lot daily. Staff must observe safe driving practices when arriving on and leaving campus.

### Meals

Food is not provided by EAGLES/EDGE unless notified in advance. Staff should bring their own food but are reminded that EAGLES/EDGE is a Nut Safe campus and therefore no nut products are allowed. Staff are not permitted to leave campus to pick up food from a restaurant, etc. and should not order food to be delivered to campus unless organized by the camp. **No food should be given to campers - treats, rewards, missed meals, etc. as we have many camper food allergies that must be taken into consideration.** Any food that is distributed by the camp must be authorized by administration and cleared by the nursing camp medical team.

### Family Swim

Each pool will be opened once a week for family swim, available to all SJP employees and their families, **schedule TBD**. If your work schedule allows, you are more than welcome to join in the fun!

### Confidentiality and Release of Personal Information

Personal information given on camper and staff applications, medical forms, and employee reference forms is regarded as confidential. This information is shared confidentiality with staff on an as-needed basis so that the individuals who deal closely with the child have complete information on him/her.

Photographs taken by the camp are for use in publicity materials by the camp only. Parental consent for photography and videotaping is provided as part of the camper's application.

### Staff Internet and Social Media Policy

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

We know that the Internet, when used wisely, provides many safe and positive ways to stay in touch with your friends from camp. We view Internet venues as your right to self-expression and generally have a favorable regard for them. What you do privately, on your own time, is your business. **Once you identify yourself as an EAGLES/EDGE or SJP employee** in a social networking profile, website, group page or blog, however; **or use the camp name, logo or any official camp photograph or text**, everything and anything that you post or say in that medium can then be seen as a reflection of EAGLES/EDGE or SJP. That is why we require you, as a condition of employment at camp, to observe the guidelines below.

We established these guidelines to assure that camp remains an emotionally and physically safe environment for all staff, employees, campers and families.

1. As an EAGLES/EDGE or SJP employee I agree to be respectful of the camp, its program, the campers, and its employees in all communication in my social networking, emails, IMs, profile, blog, or other internet sites. As such, I agree to the following:
  - I will not use obscenities, profanity or vulgar language.
  - I will not disparage the camp, campers, or other employees of the camp.
  - I will not engage in harassment or intimidation.
  - I will not post comments that are derogatory with regard to any individual's race, gender, religion, sexual orientation, or disability.
  - I will not use sexually explicit, suggestive or humiliating or degrading comments.
  - I will not make threats to stalk, haze, or physically injure another employee or camper.
  - I will not post photographs that compromise anyone's privacy or that are used to demean, humiliate or otherwise embarrass anyone.
2. As an EAGLES/EDGE or SJP employee, before I...
  - Use the camp name or official camp logo or camp photograph;
  - Add a link from my group page, profile or other site to the official camp website;
  - Include text or photographs that are the property of the camp;
  - Include photographs of campers or other staff members;
  - Or create a camp "group page" with any of the above items...

... must request and receive *prior written approval* from the camp.
3. As an EAGLES/EDGE or SJP employee, I agree not to use a social networking profile, group page, blog or other internet medium to discuss behavior that is prohibited by camp policy, including, but not limited to alcohol or drug use, sexual behavior, delinquent behavior, destruction of property, sexual harassment or bullying.
4. I recognize and accept the camp's policy on internet-based contact with campers, which is that the camp **prohibits** such contact. Furthermore, I may not share any contact information, including, but not limited to, cell phone number, email address, blog address or social networking site.
5. I am aware that EAGLES/EDGE and SJP hosts their own social networking sites for communication with staff, campers, and camp families. We encourage positive participation in our approved sites utilizing the guidelines stated above.
6. Once I identify myself as a staff member at EAGLES/EDGE and SJP, which is to say as an employee of EAGLES/EDGE, the general public may view me as an ambassador or spokesperson of the camp. I therefore understand as a condition of employment that I agree to and adhere to the guidelines outlined above. I understand that if any of the guidelines outlined in this policy are violated, it may result in disciplinary and/or legal action including possible termination of my employment.

## Personal Possessions and Equipment

Everything you need to perform your job will usually be provided by the camp. Therefore, staff are encouraged to leave any items of value at home. This includes money, jewelry, sports equipment, and items of sentimental value. St. John's Prep is not responsible for loss of or damage to personal property of campers or counselors while that property is at camp. Furthermore, personal vehicles should not be used to carry out in-camp functions except in an emergency or occasionally to pick up camp supplies. Staff who drive their own cars to camp are advised that EAGLES/EDGE and St. John's Prep is in no way responsible for theft, damage, or other liability while those cars are on the property of St. John's Prep.

Staff cannot carry their own medication around campus - all medications must be left in the nurse's office.

EAGLES/EDGE and St. John's Prep prohibits the possession and use of any personal weapons and smoking/vaping products anywhere on campus. EAGLES/EDGE and St. John's Prep also prohibits campers and staff from bringing pets and other animals to camp.

## Cell Phones

EAGLES/EDGE will allow staff to carry their personal cell phones throughout the day. We trust that it is being used appropriately when in view of campers (for example, playing music, communicating with other staff/admin, or referring to the daily camp email). Staff members should use their cell phones for personal use **away from campers**. Disciplinary action will be taken if staff are seen using cell phones in an inappropriate manner around campers. Staff members must not let their cell phones distract them from working with campers, and campers must **never** gain access to your cell phone.

## Attire and Appearance at Camp

All staff are required to wear their designated staff shirt on a daily basis. Staff will be given two of the required shirts during staff training and have the opportunity to purchase additional shirts at cost. Shoes or sneakers (not flip-flops, sandals, etc.) are to be worn at all times except in the pool enclosures where sandals are appropriate. The clothing that you wear to camp should be adventure ready, meaning that you should be prepared to sit on grass, climb, jump, play without needing to adjust your clothing, or risk exposing areas of the body that are 'no touch zones.'

*Please do not wear:*

- Inappropriate graphics (inappropriate language, offensive illustrations, alcohol/drug references, etc.).
- Ripped, cut, or torn clothing (this includes your staff t-shirt).

Updated January 20, 2023

- Open-toed shoes.

Pool staff must wear appropriate lifeguard attire and hat when on duty as defined by [105 CMR, Reg. 435.23](#)

Because the appearance of all staff persons makes a public statement, basic grooming is important. Undergarments should not appear as a fashion statement (e.g., boxer shorts shall not appear below other shorts). Those persons who do not meet this standard will be given one opportunity to remedy their appearance. Repeated failure to meet these expectations will result in a written warning that will be placed in the staff member's personnel file and be factored into future employment decisions.

Tattoos and piercings are acceptable provided they do not cause a health and safety risk to the person wearing them, nor are they considered offensive. The Director of Auxiliary Programs reserves the right to make the determination regarding the appropriateness of a staff member's appearance.

### **Personal Conduct**

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

### **Staff Performance and Evaluations**

Performance reviews are used as a tool to open discussion between administrative staff, counselors and specialists; the ultimate goal of the process is to enable and facilitate staff members' personal growth and development. All staff members are formally evaluated once or twice per season utilizing the camp's Performance Evaluation Process. Completed forms become part of a staff member's permanent file after he/she signs off on them and the Director reviews them. Counselors and activity leaders are invited to respond to the evaluations before they are brought to the Director. The Director relies on these evaluations to make decisions regarding future employment and as a reference for letters of recommendation. Supervisors together with their individual staff develop a written appraisal of performance during weeks two and seven of each season.

If areas of concern exist, Camp Coordinators or AGCs will work with a counselor or instructor to help him/her improve or modify his/her performance. If there is no improvement, the Director will reassess the staff member's suitability for the position. The failure to respond to direction, teaching, or coaching also may result in dismissal.

### **Termination of Employment**

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

- Any physical action or verbal communication that might, in the broadest sense, be interpreted as abuse of a camper. This includes but is not limited to any physical action or verbal expression that denigrates, belittles or embarrasses a child. (For the definition of physical, mental, emotional, or sexual abuse, see section on abuse)
- Engaging in behavior that compromises the safety of a child or allowing unsafe behavior among campers.
- Actions that may endanger campers or other staff members.
- Transporting campers to or from camp during camp hours in any vehicle not authorized by the Director; private (non-camp) arrangements to drive campers for pay that have not been previously approved by the Director. Staff members who form private carpools in return for remuneration, without the written permission of the Director are in violation of camp policy.
- Use of alcohol, tobacco, or drugs while on campus, on camp business or otherwise associated with the camp. Staff are also prohibited from being under the influence of illegal drugs or alcohol while on camp property or on a camp trip. **SMOKING AND VAPING IS PROHIBITED ON SCHOOL PROPERTY.**
- Behavior or actions that project poorly on the camp's public image.
- Stealing or destruction of school or camp property.
- Failure to perform one's job description satisfactorily.
- For those driving camp vehicles, failure to abide by and follow regulations and procedures outlined by the Director.
- Unauthorized absence from camp, repeated late arrival at camp, and/or early departures.
- Failure to maintain an appropriate appearance at camp.
- Continued or repeated absence from camp training sessions, meetings, or events, thus indicating a lack of commitment to the camp and its philosophy.

If a staff member is dismissed by the camp before the expiration of their contract or the end of the season, they will be compensated on a pro-rated basis for the time they worked. If a staff member resigns before the end of the period for which they have been contracted, a minimum of one week's notice in writing is required, and the departing counselor may be requested to help in locating and training a replacement.

### **Golf Cart/Electric Trucks**

Golf carts and electric trucks are expensive pieces of equipment that are necessary to assist with moving campers, staff and equipment across campus. No one may operate the golf cart without explicit permission from the Director of Auxiliary Programs. Keys will be assigned to



drivers and cannot be borrowed by other staff members. All keys will be removed from the golf cart when unsupervised to prevent campers from operating them.

## BEHAVIOR MANAGEMENT GUIDELINES

### Philosophy

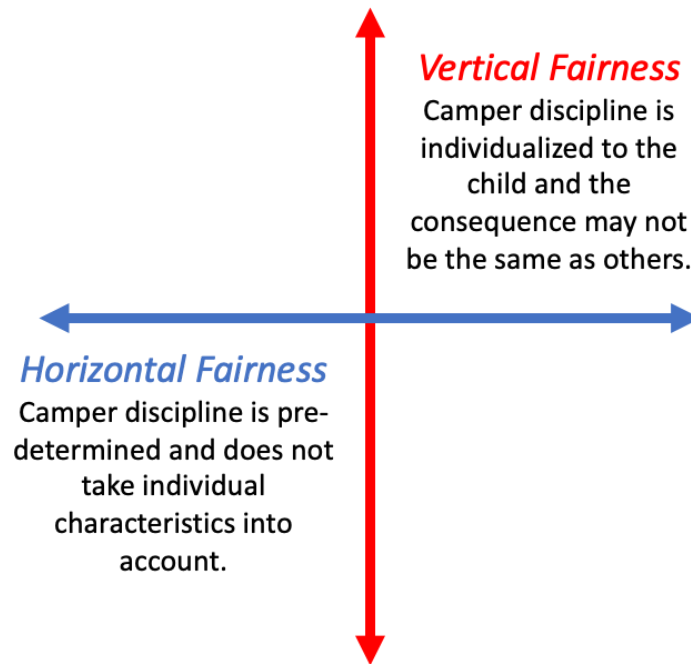
At EAGLES/EDGE, a positive approach to behavior management begins by offering an engaging, developmentally appropriate camp experience. By providing a variety of support that benefits all campers, such as adequate structure, clear expectations, good modeling, and positive reinforcement, we strive to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

### **Specifically, EAGLES/EDGE staff are expected to:**

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

### Fairness

The *horizontal* definition of fairness is that everyone gets the same thing. The *vertical* definition of fairness is that everyone gets what he or she needs. At EAGLES/EDGE we think *vertically*. Consequences for children are never black and white – everything is gray. Sometimes behavioral expectations are different. Success will mean different things for different campers.



### Staff Responsibility

**While it is important for campers to be responsible for their own behavior, a greater responsibility rests with staff in determining how to maximize camper support. If one strategy doesn't work today, what can be tried differently tomorrow? If a behavior happened in a certain situation today, how can we avoid that situation tomorrow?**

### Realistic Expectations

Our goal is for each camper to be as successful as they can be for the time that they are at camp. Understand that there is only so much growth or change we can expect from a child in the short time they are with us. We may not always change the child, but we can make changes in the environment to accommodate them. While this may feel like a band-aid approach, effecting significant behavioral changes in the context of our setting is not always possible. We have to be realistic in what we expect from ourselves and our campers.

## WHAT OUR CAMPERS NEED

### What *Most* Campers Need:

- A structured environment
- Clear expectations
- Warm, supportive staff who are also firm and consistent
- Engaging activities

Updated January 20, 2023

- Well-planned transitions

**What *Some* Campers Need:**

- Additional structure
- Additional reminders or restating of expectations
- Explicit preparation for transitions
- Support for making good choices through pre-arranged seating, line placement, etc.
- A little extra staff time

**What *Very Few* Campers Need:**

- A high degree of structure and supervision
- Frequent reminders or redirection
- Significant amounts of staff time and attention
- Certain activity modifications
- Periodic removal from the group

**What *All* Campers *Deserve*:**

- A sense of community membership
- A 100% commitment from staff and administrators to meet their needs
- A camp community that values the uniqueness of each child and makes every effort to make them successful

## **DISCIPLINE PROCEDURES**

Depending on the situation, staff should take the following steps in an effort to address unacceptable behavior and correct the situation. EAGLES/EDGE reserves the right to skip any one of the steps if the situation warrants.

### **Level One Discipline**

#### **Step One (First Incident)**

1. Quietly sit the camper aside from the group.
2. Identify the behavior.
3. State the consequences.
4. Give a verbal warning.
5. Camper to resume activity with the group.
6. Report to supervisor.

#### **Step Two (Behavior Continues)**

1. Sit camper to the side away from the group.
2. Give a two minute cool down - no talking.
3. Ask questions:
  - What is going on?
  - What were you thinking/feeling when you....?
  - What did you do?
  - What could you have done differently?
4. Have camper brainstorm 2 or 3 better choices.
5. Report to Parent Liaison to fill out a Behavior Contract with the camper.
6. Return camper to group activity.

#### **Step Three (Camper Continues Behavior Pattern)**

1. Sit camper to the side away from the group.
2. Give a two minute cool down - no talking.
3. Ask questions:
  - What is going on?
  - What were you thinking/feeling when you....?
  - What did you do?
  - What could you do next time?
4. Have camper brainstorm 2 or 3 better choices
5. Sit camper out for 20 minutes
6. Contact Parent Liaison (PL) Supervisor talks to staff and camper depending on the seriousness of behavior, together they decide if the camper should return to the group.

Updated January 20, 2023

7. Fill out Behavior Incident Report and give it to Assistant Director.
8. Notify the Camp Director.
9. Assistant Director or Parent Liaison will call the parents.

#### **Step Four (Behavior Pattern Continues)**

1. Arrange meeting with parents, Camp Director/Assistant Director or PL is the last step scenario **(parents should have been contacted by phone prior to any meeting)**.
2. Warning for camper to stay home.
3. Camper stays home (depending on parent response).
  - Refer to Step 3 when behavior:
    - Endangers campers/staff
    - Malicious destruction of property

If a problem persists and the child continues to disrupt the program, EAGLES/EDGE reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations. Decisions regarding suspension and expulsion shall be made in conjunction with the Camp Director.

(*Note: If the parents/guardians are unavailable or refuse to meet, the child will be suspended until such time that a meeting can be arranged.*)

#### **Behavior Plans**

No two campers are alike, and no two discipline plans can be the same. 99% of the time, a simple conversation, reminder or even look is enough to correct camper behavior and bring them back into line. When campers exhibit challenging behaviors repetitively, when they risk the safety or enjoyment of others, or when they are unkind, we may need to develop a behavior plan with them.

Your first step is to reach out to a supervisor - they will guide you through the steps, and be the escalation if behaviors don't change

Behavior plans generally involve 3 elements.

1. To begin with, the child must have some buy in. Check with your supervisor for ideas to help get buy in- the front of the line, a chance to hold the clipboard, first in the pit at gaga.
2. The next step is setting up what are called the "target behaviors," or the things you would want your camper to be able to do or do differently this summer. They should be

stated in clear, simple, child-friendly terms (what you actually want the camperto *be doing and saying*).

1. They should be stated in *positive terms* as much as possible.
2. They should be stated in the first person, “I will . . .”
3. They should be limited to no more than three behaviors.

3. The third step should be clearly stated outcomes- should be positive outcomes for great choices, and next step outcomes for choices that don’t come together like you hoped.

**The following behaviors are not acceptable and may result in the immediate suspension of a child for the remainder of the current day and the next day:**

- Endangering the health and safety of children and/or staff members
- Continuing to disrupt the program, or refusal to participate in the program on a repetitive basis
- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity or obscenity frequently
- Leaving the group without permission
- Stealing or damaging EAGLES/EDGE or St. John’s or personal property.

**At *NO TIME* is it acceptable for staff to use the following forms of discipline ([105 CMR Reg 430.191](#)):**

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

## Strategies for Dealing with Challenging Behavior

- Be the kind of person you want your campers to become – obey the rules yourself!
- Know all of your campers by name. Know something about them. Build relationships.
- Be friendly. Always show interest in what individual campers are doing and their progress.
- Praise good qualities and actions.
- Be consistent.
- A sense of humor is extremely valuable. Use it frequently (although *never* at the expense of your campers).
- Maintain your poise at all times. Don't let campers "get to you."
- Always treat campers with respect.
- Don't take misbehavior personally. It is a choice the camper is making.
- Every child has needs; their behavior will give you clues as to what those needs are.
- Keep in mind that misbehavior is seldom willful. Try to find the cause.
- Try to see the camper's side of the situation. Discuss it with the camper until you understand.
- Distract, distract, distract! One of the best methods to control behavior is to keep them busy.
- Build self-esteem and cooperation by giving campers responsibility.
- Show your disapproval of behavior through speech, facial expressions and actions.
- Being close when you note a potential problem can keep it from actually occurring.
- Enlist other leaders (peers or staff) to provide role models.
- Seek help *before* things get out of control.
- Allow natural consequences to occur if the results are *not* too severe.
- Withholding privileges or taking away something a camper likes is usually effective.
- Do *not* threaten something that you cannot carry through with.
- Use rewards (but be careful about not "buying" good behavior).
- Sending a child to a brief "time out" may allow them time to cool down and think about behavior change.
- Have a group meeting to discuss and resolve generalized problems.
- Avoid getting campers keyed-up or tense.
- Be willing to admit when you're wrong and ask for forgiveness.



## SEXUAL HARASSMENT

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

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

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

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

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

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

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

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of

creating a workplace environment that is hostile, offensive, intimidating or humiliating to workers of either sex may also constitute sexual harassment.

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

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

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

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

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

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

### **Sexual Harassment Investigation:**

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

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where appropriate, impose disciplinary action. The Director (or another officer as appropriate) will make a determination of an appropriate means of resolving

the situation, while acting in a manner that both suits the particular circumstances and protects confidentiality of all parties to the degree possible.

**Disciplinary Action:**

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

## **SAFETY POLICIES**

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

### **General Safety Guidelines**

- Set clear expectations for your campers.
- Take camper head counts before and after each activity.
- Supervise the movement of campers from one activity to another by keeping small groups together with a counselor leading and following.
- Have campers pair up with each other.
- Keep campers to the right when walking through the halls and on the stairs.
- Focus on campers, not each other.
- Exercise caution when crossing the roads at camp. Vehicles *always* have right of way and counselors must always wait with campers at the side of a road.
- At pick-up and drop-off, lead campers to and from central areas to prevent rushing toward parked or moving cars.
- Specialists share responsibility for safety of campers at their activities, and will deploy the group counselors who supervise the campers to maintain safety and order at their activity.
- Group counselors should assist in presenting, supervising, and conducting the activity with the safety and well-being of campers foremost in their minds.

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

### **Release of Campers/Camper Absences**

Campers are released only to parents, legal guardians, and other persons approved by the parent or guardian on our CampBrain registration system. If a camper seems uneasy about leaving with an individual sent for him, the counselor is to escort the camper at once to the E/E Office.

Any change in the usual transportation arrangements must be requested in writing and given to the AGC, and must also be logged in at the E/E Office.

Campers departing early are picked up at the E/E Office. Campers whose parents are late picking them up should be brought to the E/E Office.

AGC's will log absences and bring them to the E/E Office each morning. The office will attempt to verify absences, and late arrivals must check in at the E/E Office.

### **Sickness/Injury**

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

- Health Office first aid and care
- Immediate referral to the child's family MD or dentist
- Immediate ambulance transportation to hospital

The Camp Director, Health Director or Nurse will notify the parents at their discretion. If the camper is too hurt or ill to get to the Health Office, a counselor will stay with the camper while a qualified First Aid person is summoned (See Emergency Procedures). An Incident/Accident form must be completed by the child's counselor and the Health Director. (See sample form in appendix). Should first aid be called for while the Health Director is off campus, one of the Nurses will be available to provide continuous coverage in the infirmary area.

### **Abuse ([105 CMR Reg. 430.093](#))**

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

Our intention is to:

- Provide the opportunity to discuss the subject of abuse openly among staff.
- Create an atmosphere at camp which indicates to the potential abuser/offender that abuse will not be tolerated, and that he/she may become the subject of legal action if necessary.
- As individuals and a community, increase our awareness of child abuse so we may aid the abused or frightened child. Some of the ways a child might communicate that he/she may be the victim of abuse are:
  - An unwillingness to go with a person previously trusted.
  - Unexplained crying.
  - Unexplained and/or inappropriate knowledge of sexual matters/practices.
  - Sudden and new fears.
  - Problems with eating.

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

**UNDER [MASSACHUSETTS GENERAL LAWS CHAPTER 119, SECTION 51](#), ANYONE WORKING WITH CHILDREN IS A MANDATED REPORTER. IF YOU HAVE REASONABLE CAUSE TO BELIEVE THAT ANY CHILD IS SUFFERING INJURY RESULTING FROM ABUSE, YOU ARE REQUIRED BY LAW TO NOTIFY THE DIRECTOR IMMEDIATELY.**

### **Pool Safety**

Counselors should enforce the following when bringing groups to and from swim:

- NEVER ENTER POOL DECK AREA UNTIL LIFEGUARD STAFF ALLOWS IT.
- Maintain order in the locker room and keep noise level to a minimum.
- All clothing must be kept in a locker (Upper/Senior Camp only)
- Lower Campers change in assigned classrooms. Please keep your room clean!
- When escorting your group to the pool, keep children in *single file*, with one counselor at the head of the line and one in the rear.
- Lead campers from shower areas in the locker rooms to the pools by slowing down group movement, preventing pushing and keeping noise level down in the halls.

### **Staff Swimming**

Staff should never enter the pools or pool area unless lifeguards are present and on duty.

### **Bus Transportation**

EAGLES/EDGE offers bus transportation to and from camp each day as a service to our camp families. [Salter Transportation, Inc.](#) is contracted to run our camp buses servicing Marblehead, Swampscott, Salem, Melrose, Wakefield, and Lynnfield. There is a fee for this service and camp families must pre-register their children. EAGLES/EDGE staff members are hired to serve as bus monitors to maintain the safety of our campers during travel.

## Changing Room Policy

Changing rooms and locker rooms are a space during the summer where lots can go wrong. Kids can get silly in an environment where there is less direct supervision, and their body autonomy and privacy needs to be protected. Wet floors and surfaces can lead to slipping and falling. Lost personal items can cause undue stress on kids, and there is a LOT of gear in the locker room or changing area.

Here are our expectations to help keep our changing areas SAFE and HEALTHY

1. **There must be at least 1 staff member in the locker room with campers at all times.** Not outside listening, but inside, watching and facilitating. Remember the rule of three: there should always be three people in a closed area at all times. This may mean that you need to keep one camper back when they may be changed. If a camper needs to use the locker room during swim, a counselor must leave the deck with them, and stand in the doorway of the locker room/restroom/changing room and stay engaged with the camper. If there are multiple campers from multiple groups in the locker room, one counselor should go in to observe safe behavior in the restroom area.
2. **A counselor should enter the changing area BEFORE any campers enter** to be sure that it is safe, free from hazards, and that there is no one else in the changing room (maintenance, Lifeguard, etc)
3. Ideally, when the whole group needs to change, one staff member stays outside to supervise and organize campers as they are done changing, or to help with non-changing campers. All other staff should be in the locker room/changing areas and then have one staff move out as the population is done. Last staff member should do a sweep for campers and belongings before leaving. **Confirm your head count before leaving the pool area - sometimes campers run back into the locker room for lost items without notifying staff first.**
4. **When campers are all changed, they need to walk through the shower and rinse in an orderly fashion, and then onto the pool deck.**
5. You can always ask a Lifeguard for help if you need more hands in a situation.
6. **Staff should NEVER be on break when kids are in the locker rooms. That is an all hands on deck moment. Your break starts once the kids can enter the pool.**
7. Locker room staff should be working with campers to keep the space safe and orderly. Remember - kids can be sensitive to public changing room situations. Do not use

Updated January 20, 2023

lockers; keeping them closed and empty reduces lost items and keeps noise and accidents to a minimum. Campers lining up to use changing areas should have their belongings with them, and should be seated safely until their turn comes to change. Staff should keep a close eye on cubbies and toilet stalls - campers should not be climbing, jumping, crawling underneath, throwing items, etc.

8. When campers are done, especially younger campers, staff can help them check their space before they leave, and make sure that their items are securely in their bags.
9. Campers waiting on deck or outside the changing area should be lined up, seated if possible, to make waiting more orderly. It can be chaotic before and after swimming, and we expect counselors/staff to help reduce this.
10. Check locker rooms frequently for tripping/slipping hazards - water spills, messes, etc.
11. Campers who identify as transgender or non-binary should have a plan when they arrive at camp about what restrooms/changing rooms they feel the most comfortable using. This plan is made by the child, family, and camp leadership. It will be shared with the child's respective counselors. Guide them gently, and if they are using a group locker room, extra attention should be given to having their privacy protected- no peeking, pulling aside changing curtains, etc.

## **BULLYING POLICY**

Updated January 20, 2023



EAGLES/EDGE expects that all members of the community will treat each other in a civil manner and with respect for differences. EAGLES/EDGE is committed to providing all campers with a safe environment that is free from bullying and cyber-bullying.

EAGLES/EDGE will take specific steps to create a safe, supportive environment for vulnerable populations in the camp community, and provide all campers with the skills, knowledge and strategies to prevent or respond to bullying or teasing.

### **Policy Against Bullying, CyberBullying, and Retaliation**

EAGLES/EDGE will not tolerate any form of bullying or cyberbullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Bullying and cyberbullying are prohibited on camp grounds and property immediately adjacent to camp grounds, off campus trips, camp bus stops, or on camp buses. Retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses, or has reliable information about bullying is also prohibited.

### **Definitions and Examples**

Bullying is defined by [Massachusetts Law](#) as the repeated use by one or more campers of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed as a target that:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- Creates a hostile environment at camp for the target;
- Infringes on the rights of the target at camp.

**Cyberbullying** is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

**Hostile environment** is a situation in which bullying causes the camp environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a camper's experience.

**Retaliation** is any form of intimidation, reprisal, or harassment directed against a camper who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

**Target** is a camper against whom bullying, cyberbullying, or retaliation has been perpetrated.

**Aggressor** is a camper who engages in bullying, cyberbullying, or retaliation.

### **Examples of Bullying:**

- Hitting, slapping, pushing, and other physical conduct that causes bodily harm;
- Teasing or threatening in a manner that puts someone down or is cruel;
- Deliberately excluding someone, spreading rumors, psychological manipulation, and other actions that hurt someone's feelings or demeans them;
- Sexually harassing conduct, hazing activities.

### **Examples of Cyberbullying**

- Taking a private email, instant messages, or text message and forwarding it, or
- Threatening to forward it to others or posting where many can see it to embarrass or intimidate the person;
- Spreading hurtful rumors online about another person, threatening or insulting through aggressive emails, instant messages, or text messages, posting, or threatening to post embarrassing pictures of someone online without his or her permission.

**Although the law defines bullying as the “repeated use” of certain expressions, acts, and/or gestures, EAGLES/EDGE reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act, or gesture if EAGLES/EDGE determines that it is sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture.**

### **Reporting of Bullying, Cyberbullying, or Retaliation**

Reporting by campers/parent/guardian of any camper who is the target of bullying or cyberbullying or who has witnessed an incident of bullying or cyberbullying or otherwise has relevant information about bullying or cyberbullying is strongly encouraged to promptly report the matter orally or in writing to a staff member. Any camper who is subject to retaliation in violation of this policy or who knows another camper who has been subject to retaliation is urged to report it as soon as possible.

Any parent or guardian of a camper who is the target of bullying or cyberbullying or of a camper who has witnessed or otherwise has relevant information about bullying or cyberbullying is strongly encouraged to promptly notify the Director of Auxiliary Programs. Furthermore, any parent or guardian who has witnessed bullying or cyberbullying or has relevant information concerning such an incident is strongly urged to come forward to the Director of Auxiliary Programs.

### **Anonymous Reports**

Reports made by campers, parents, or guardians, or other individuals who are not EAGLES/EDGE members, may be made anonymously, however, the law provides that no disciplinary action may be taken against a camper solely on the basis of an anonymous report.

### **Reporting by Staff**

Any member of the staff of EAGLES/EDGE who witnesses or otherwise becomes aware of bullying or cyberbullying in violation of this policy or who becomes aware of retaliation against any camper who reported information concerning a violation of this policy is required to report it immediately to the Director of Auxiliary Programs or Camp Staff. Staff may not make promises of confidentiality to a camper or parent who informs them of an allegation of bullying or retaliation. The requirement to report to the Director of Auxiliary Programs does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with the Camp policies and procedures for behavior management and discipline.

### **Responding to a Report of Bullying, Cyberbullying, or Retaliation**

Before fully investigating the allegations of bullying, cyberbullying, or retaliation, the Director of Auxiliary Programs may take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to:

- Creating a personal safety plan;
- Pre determining group arrangements for the target and/or aggressor at the group, at lunch, or on the bus;
- Identifying a staff member who will act as a “safe person” for the target;
- Increasing supervision in certain areas at certain times, and/or alternating the aggressor’s schedule and access to the target.

The Director of Auxiliary Programs will take additional steps to promote safety during the course of, and after the investigation. The Director of Auxiliary Programs will implement appropriate strategies for protecting from bullying or retaliation a camper who has reported bullying or retaliation, a camper who has witnessed bullying or retaliation, a camper who provides information during an investigation, or a camper who has reliable information about a reported act of bullying or retaliation.

### **Notifications**

Upon determining that bullying or retaliation has occurred, the Director of Auxiliary Programs will promptly notify the parents or guardians of the target and the aggressor of this, and if

Updated January 20, 2023

appropriate, of the procedures for preventing further acts of bullying or retaliation. There may be circumstances in which the Director of Auxiliary Programs contacts parents or guardians prior to, or during an investigation. All such notifications will be made to the extent required by law and consistent with applicable policies or practices of EAGLES/EDGE regarding confidentiality of camper information.

### **Investigation/Determination**

The Director of Auxiliary Programs will promptly investigate any reports of bullying or retaliation and, in doing so, will consider all information made known. The scope and extent of the investigation will depend upon the particular circumstances of each situation. The Director of Auxiliary Programs will maintain confidentiality during the investigative process and will maintain a written record. Records of investigations will be deemed confidential records of EAGLES/EDGE and will not be provided to campers, parents, or guardians except to the extent deemed appropriate by the Director of Auxiliary Programs in his discretion.

The Director of Auxiliary Programs will make a determination based upon all the facts and circumstances as to whether or not bullying, cyberbullying, retaliation or other violations of camp policy or inappropriate behavior has occurred. If bullying or retaliation is substantiated, the Director of Auxiliary Programs will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in camp in benefiting from camp activities. The Director of Auxiliary Programs will determine what action is required, if any, and determine what responsive actions and/or disciplinary action is necessary. The Director of Auxiliary Programs will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation.

Notice to parents will be consistent with the Camp's policies on confidentiality of camper records and information. Therefore, the Director of Auxiliary Programs may not be at liberty to report specific information to the target's parents or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Disciplinary actions and other corrective actions for violations of this policy may include, but not be limited to one of more of the following:

- Written warning.
- Parent Conferences.
- Group reassignment.
- Limiting or denying camper access to a part/area/activity of the Camp.
- An apology to the target(s).
- Withdrawal from the camp (and loss of all fees paid).

- Any other action authorized by and consistent with the Camp's disciplinary policy, or as deemed appropriate by the Director of Auxiliary Programs.

If the Director of Auxiliary Programs determines that a camper knowingly made a false allegation of bullying, cyberbullying, or retaliation, that camper may be subject to disciplinary action including letters of apology and withdrawal from Camp.

## EMERGENCY PLANNING AND CRISIS RESPONSE PROCEDURES

[\(105 CMR Reg. 430.210\)](#)

### SUMMER CRISIS RESPONSE PLAN

No two emergencies are the same. While the various steps and suggestions outlined in these procedures represent the camp's guidelines, your own good judgment should be the final authority until you are able to contact assistance. The safety and well-being of the campers and staff ALWAYS come first. What follows is the summary of EAGLES/EDGE Summer Programs Crisis Management Plan.

### CRISIS MANAGEMENT TEAM (CMT)

The Crisis Management Team will direct the management of any sudden crisis. It will be limited in size to ensure its efficiency and clear authority in managing any crisis and will enlist the assistance of other available resources as needed to respond optimally to any crisis.

**Mike Evans** - Director of Auxiliary Programs

**Laurel Grady** - Assistant Director of Auxiliary Programs

**Dr. Ed Hardiman** - Head of School

**Jared Stanton** - Chief Financial/Operations Officer

**Jim Frackleton** - Director of Communications

**Tim Cavanaugh** - Managing Director of Facilities

Other individuals may be asked to join the team by the Head of School and Camp Director as needed. In managing any crisis, the Crisis Management Team will work closely with other members of the school community to determine the best course of action and to keep the school community informed of events and responses as the crisis and its management unfold. At all times, the Crisis Management Team will balance individuals' right to privacy with the overall community's need to know the facts.

The operation center for the Crisis Management Team will be the Auxiliary Office located at 21 Spring Street.

### FOR A CAMP EMERGENCY REQUIRING ASSISTANCE

***All staff are authorized to call 911 without anyone's permission for a school emergency requiring the assistance, in their judgment, of police, fire, or emergency medical personnel. If calling from a campus phone, dial 9 first.***

The person calling for emergency assistance will:

- Call 911, stay on the line until released by the call taker. If calling from a campus phone, dial 9 first.

Updated January 20, 2023

- Identify yourself, provide camp/school name and confirm address
- Identify the nature of the situation/incident, and location of situation
- Indicate number of victims, if any
- Provide any other relevant information
- Notify Camp Director
- Notify camp nurse
- Notify CMT

## **MEDICAL EMERGENCIES**

Emergency supplies and first aid kits are stored in the health office on the first floor, the E/E Office, and at the pool.

## **ON-SITE**

- Staff should first take immediate action to ensure the safety of everyone involved.
- Seek medical assistance by dialing 911. Campus landlines must dial 9 before dialing 911.
- Contact the nurse while awaiting the arrival of other medical help.
- Follow the instructions of the nurse or other medical help you have contacted.
- Keep the victim still, warm and comfortable.
- Clear the area of all other campers and staff (except staff trained in First Aid/CPR).
- Make sure that a staff person will direct the nurse or other help to the scene.

In the event of a medical emergency requiring a camper or campers to be removed from campus for further medical attention:

- The Director of Auxiliary Programs will designate a camp representative to accompany the camper or campers to the hospital.
- Camper health records should be provided to the attending EMTs and hospital personnel
- In the event that a larger number of campers are taken to the hospital for medical care, each camper's name, their injuries, their destination, and the time of their departure from campus will be recorded by the nurse. Any injured campers will be accompanied to the hospital by a designated camp representative.

## **OFF-CAMPUS CRISIS PROCEDURES**

In the event of a school crisis that begins off campus, including any situation occurring during a field trip, the following procedures should be followed.

- Staff should first take immediate action to ensure the safety of everyone involved.
- Use best judgment to assist the person in danger.
- Seek medical assistance by dialing 911.
- Contact the Director of Auxiliary Programs or E/E Office.

Updated January 20, 2023

- With camp and school assistance, staff will determine the location of the nearest medical facilities and accompany the campers there.
- If any adult or child requires off-site medical treatment at a hospital or emergency medical center, an EAGLES/EDGE staff member must accompany them to the facility and continue to communicate with the CMT.
- Camper health records should accompany all off-site trips and a copy will be sent by the camp to the designated medical facility.
- A designated member or members of the CMT should communicate with the family of any injured person(s).
- The members of the support team who are dispatched to the site will make arrangements with the CMT to transport the students and adults back to the EAGLES/EDGE campus or their homes.
- EAGLES/EDGE staff members should not communicate with the media at the crisis site. All communications with the media must be handled by the designated media spokesperson, under the direction of the CMT.

### **MISSING CAMPER PROCEDURES ([105 CMR Reg 430.210C](#))**

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

- Retrace the group's steps. If unsuccessful, notify the office. Meanwhile:
  - Check to see if the child left camp early.
  - Health Director checks the Medical Log of campers that have been sent home for medical reasons.
  - Check all groups to see if the camper is with the wrong group.
  - Group counselors meet to determine when and where the camper was last seen. Report to the Director of Auxiliary Programs.
  - Director of Auxiliary Programs goes to the E/E Office to coordinate effort.
  - Group staff check the last known location and nearby areas.
  - Close pools until the camper is found.
  - Pool staff should check locker rooms, bathrooms, and all other gym areas, including maintenance areas.
  - Specialists check all activity areas, respectively.

A thorough search is made of buildings and grounds, and if the camper is not found, then parents and police are notified. Director of Auxiliary Programs telephones parents to see if they have picked up the child early, made other special arrangements without notifying the E/E Office, or if the child left camp on his/her own.

If the parents cannot be reached by phone, the Director will call the emergency numbers on the medical form for information. Parental consent must be sought before calling the Police Department. If parental consent cannot be obtained within ten minutes, the Director of

Updated January 20, 2023



Auxiliary Programs will notify the Police Department.

***Accuracy and speed are crucial when searching for a lost camper.***

### **MISSING SWIMMER PROCEDURES**

The pool decks will be cleared immediately. Some staff will be requested to assist in the search. At the sound of the appropriate whistle blast, all campers and counselors will meet by group on Linus Athletic Commons where attendance will be taken immediately. The Assistant Camp Director will notify the Aquatics Director immediately by radio or runner of the missing camper or staff member.

### **FIRE PROCEDURES**

Fire drill procedures are clearly marked in each building. When an alarm sounds, or when instructed to evacuate, staff should direct their campers to remain calm and proceed out of the building as directed. Directions are posted in all multiple room buildings. Campers should be led by their staff 500 feet from the building. All doors and windows should be closed, but not locked. If there is a fire detected, but an alarm has not sounded, staff should notify anyone in the immediate area of the danger. They should activate, or request that someone activate, the fire alarm. They should also contact the fire department (911 or other emergency number) and give them the following information:

- Building name and address.
- Nearest cross street.
- Location of the fire in the building.
- Known information about fire/smoke.
- Call back telephone number.

**DO NOT HANG UP UNTIL THE EMERGENCY OPERATOR DOES SO.** There will be a fire drill held during the first twenty-four hours of each camping session. The group supervisors or assistant director will check with each staff of an evacuated group to check attendance and evaluate efficiency.

Once everyone has exited the building, counselors and specialists will walk children calmly to the nearest assigned meeting place as noted below. AGC's must account for all campers in their group and immediately report attendance to the respective Camp Coordinator. Camp Coordinators are to coordinate attendance for all groups in their program and report to the Director of Auxiliary Programs by radio. Everyone must remain outdoors until the signal is given to go back inside.

### **Meeting Locations**

Brother Linus Athletic Commons **or** Ryken Soccer Field.

Immediately stop what you are doing. Impress on campers the importance of taking all fire drills seriously and being quiet. Staff should take a quick headcount and immediately escort campers (walking, not running) out of the nearest exit of the building. Please close all doors.

All campers and staff should gather as a group on the field closest to their location; Spring Street will act as a divider (see map below). The Director of Auxiliary Programs will go to Linus, the Assistant Director of Auxiliary Programs will go to Ryken to take attendance.

After 4:00 p.m. the Extended Day team will take all children in their care to Brother Linus Athletic Commons and await instructions from the camp administrator on duty.

### **INTRUDER PROCEDURES**

An intruder is defined as any unidentified or unauthorized person who has entered any school building or is on school grounds whose intent may be harmful, or whose intent is not known. Intruder is further defined as any person who refuses to cooperate with the visitors' policy and procedures or appears to be a potential safety threat.

Unknown visitors should be greeted and asked if they can be helped. They should be directed to the E/E Office.

Staff will:

- Greet (confront) the unknown person when comfortable doing so. Everyone should be comfortable asking a stranger
- Ask the unknown person to report to the reception office or E/E Office.
- If the unknown person refuses to cooperate, break contact and immediately notify the Director of Auxiliary Programs and/or front office. (Do not send a camper to make notification.)
- If it can be done safely, monitor the direction of travel of unknown person.

The Auxiliary Programs Director will determine seriousness of the situation and will:

- Get appropriate assistance, calling 911 if appropriate.
- Consider appropriateness of a LOCKDOWN if the intruder is suspected to be dangerous.

### **SHOTS FIRED PROCEDURES**

If a gun is discharged on campus, it is likely that at first little will be known about what is going on, how many shooters there may be, and what the next move by the shooter may be. Note, confusion and panic would most likely follow within the camp community. Remain calm and attempt to have campers remain calm.

Staff will:

- Direct everyone to drop to the floor/ground
- If you are able, call 911
- Notify the Camp Director or the CMT
- Staff should use their best judgment in seeking the nearest safety for their campers and themselves.
- In general...
  - If you are indoors, seek the nearest enclosed room and keep everyone away from doors and windows.
  - If you are outdoors, seek safety at the perimeter of the campus by moving away from the threat.

The Director of Auxiliary Programs will use radio communication to inform the location of the threat and where to seek safety.

The CMT or designee will:

- Call 911, if not already done
- Announce Lockdown unless situation demands different action
- Get appropriate assistance for victims/injured
- Meet responding police units outside building, if possible

### **LOCKDOWN PROCEDURES**

Staff who become aware of a threat should call the Camp Office using the nearest radio or by calling the E/E Office (978-774-1427) or the Director of Auxiliary's cell phone (734-331-7836).

In a serious threat situation, also **call 911** - speed of police response is critical. Campus landlines must dial 9 before dialing 911.

Follow Lockdown procedures until notified of other actions:

- Remain calm. Campers are watching your reactions.
- Quickly guide your campers into the nearest enclosed room.
- Maintenance will lock all exterior doors (when doors are locked, people can still exit the building)
- Immediately check the hallway for any campers, visitors, etc. and have them enter your room for safety/shelter.
- If possible, check bathrooms next to your classrooms for campers.
- Immediately shut and lock all doors and windows, shut off lights, and close all blinds and shades.
- Campers should be moved away from doors and windows and be instructed to sit quietly out of sight, as best as possible (against the white boards between the doors). No playing, no games.

- Do not allow campers to exit the classroom; no bathroom breaks.
- No one should be allowed to enter the classroom unless they are identified as school, camp or emergency personnel.

**All rooms will remain in emergency lockdown until instructed otherwise by a member of the Crisis Management Team or emergency personnel such as fire or police.**

If anyone in your area needs emergency treatment (serious life threatening situation) during the lockdown, call 911. If possible, also call the E/E Office (978-774-1427) to alert the CMT.

**Fire Alarm:** If the fire alarm is activated during a lockdown, staff and campers should stay in lockdown unless fire and/or smoke are imminent or police, fire or administrative personnel advise you to exit.

**After the lockdown,** a camper and staff support center will be established in the Wellness Center Multipurpose Room. Designated staff and support will be available to talk with those with concerns. Staff should debrief with campers, listen carefully to their concerns and assess their condition, and refer to the support center as needed.

### **SEVERE WEATHER PROCEDURES**

In the event of oncoming severe weather, the camp office will spread word to administrators over radios identifying the situation along with explicit instructions. The waterfront will be cleared immediately. Under the direction of their counselors, all campers are to gather inside the building. Avoid open fields. All campers and staff should remain indoors until further instructions have been received by administrative personnel. Any other needed instructions will be issued by the camp office.

**Any adult may call 911 to summon emergency help as needed.**

All Staff will:

- Follow evacuation procedures and other procedures initiated by the administration.
- Shelter in place, if the situation is too dangerous to leave a room according to the evacuation plan.
- Keep campers away from danger areas, possibly windows.
- Assist emergency responders in identifying victims.
- Await instructions to move to an alternative site.
- Do not dismiss campers to parents or anyone until procedures are in place at a safe location.
- If gas is smelled, evacuate immediately and notify the Auxiliary Camp Director or his designee immediately.

Updated January 20, 2023

The Nurse will:

- Take an emergency first aid kit.
- Take emergency contact information

The CMT or designee will:

- Notify Police and Fire Departments, if not already done
- Identify the risks and assess the situation, instructing campers and staff on the following:
  - Evacuation
  - Shelter in Place
  - Go to areas of refuge/safety inside the building
  - Attend to student/staff issues.
  - Coordinate communication to parents and public
  - Make additional resources available to school, ie. Nurses, mental health staff, Administrators.

### **EVACUATION PROCEDURES**

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

- Staff quickly escort campers out of the building they occupy through the nearest safe exit using all available doors.
- Move to assigned meeting locations (Brother Linus Athletic Commons or Ryken Field)
- Avoid downed power lines, rising water, or other unsafe conditions.
- Staff should accompany campers at all times.
- Senior Counselors take attendance and report to their AGC, which will then be reported to the Upper/Lower Camp Coordinators.
- Coordinators will report any missing campers to the Director of Auxiliary Programs.
- Report any injuries to the Nurse.
- Staff should report any facility damage observed to the Director of Auxiliary Programs.
- Unattached campers should report to the nearest staff member. Staff members should note these campers and report them to the Director of Auxiliary Programs.
- Wait for further instructions

**If evacuating EAGLES/EDGE campus:**

- Staff should maintain supervision of their entire camper group at all times.

- Staff and campers should move deliberately from their current location to Endicott Park.....

## **INTERNAL COMMUNICATIONS**

In the event of any crisis, clear and effective communication is critical. The network of 2-way radios will be used to collect and share important information with staff. In the event that a radio is not accessible, school phones and personal cell phones should be used.

The CMT will oversee all internal communications with the School's constituencies regarding the facts relating to the crisis and the School's response. It will also determine the information that should be shared with the School's constituents and the timing and means of the communication.

### *Staff and Campers*

In the event that crucial information must be shared immediately with camp and school community members who are present on campus, the CMT may direct that students and staff be assembled at the Brother Linus Athletic Commons so that a designated staff member can provide them with any essential information. Campers and staff will be instructed by designated members to avoid speaking with the media under any circumstances and to allow the School's designated spokesperson to do so.

A designated member of the CMT or the support team will brief faculty and staff in Kaneb Theater. They will inform those assembled of the nature of the crisis and the School's planned response, and will answer questions. They will also outline any needed follow-up steps that the faculty and staff must take.

### *Parents*

Parents of all campers directly involved in or affected by the emergency will be contacted by the Head of School or a designated administrator as soon as possible. The school administrator will inform parents fully of the circumstances and the School's response. In informing parents of the emergency, the administrator will consider the guidelines provided by any medical, counseling, legal, or other consultants that the School has retained to assist it in addressing the situation.

In the event of a crisis requiring the immediate notification of all parents, the automated emergency notification system will be activated by the Head of School or his designee.

When crises arise that do not require immediate parent notification, the Head of School will provide essential information about the crisis and the School's response in a letter to parents, and, if needed, to alumni and trustees. All such communications will be prepared after consultation with any appropriate consultants to the School, including its legal counsel.

## EXTERNAL COMMUNICATIONS

### *The Media*

The CMT will determine the information to be released to the media, and may be guided in its decision making by the School's public relations consultant and/or legal counsel. An official school spokesperson – either the Head of School or his designee – will address the media and will remain available, as needed, for continued media updates.

The CMT, in consultation with the School's public relations consultant and legal counsel, will prepare any necessary press releases. All information released to the press will be consistent with that provided to the internal constituencies of the School.

The CMT will decide whether to allow the media to be on campus, given the circumstances of the particular crisis. Logistical arrangements must be immediately made with the Danvers Police Department that will enforce designated perimeters for media access. In order to ensure goodwill and credibility, the School will make every effort to accommodate reasonable requests for information by the media and to provide for their effective functioning.

Any requests for student, teacher, or staff interviews by the media must be submitted to the Head of School for his approval in advance of the interview. No unauthorized information may be provided to the media.

### *Government Officials*

The CMT will designate a spokesperson to communicate, if needed, with appropriate government officials, including town safety and government officials. No other members of the School's faculty or staff should communicate with government officials regarding the crisis.

### **Contingency Plans** ([105 CMR Reg. 430.211](#))

#### *Child who does not arrive at camp in the morning:*

- Double check attendance sheet and campers who are present in group.
- E/E office will initiate procedure to check if child has called in sick or if they will be arriving late
- If neither is the case, E/E office personnel will initiate contact with parents to learn camper's whereabouts

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

- Double check the attendance sheet to make sure the child is in attendance on that day.
- Have AGC check with the E/E office by radio to see if the child was picked up early.
- Have the Camps Director check by radio to see if the camper is in the health office.
- Initiate missing camper procedure and inform the Director of Auxiliary Programs.

#### *Unregistered child arriving at camp:*

- Try to locate the child's parent if still on site.
- *If unable to find the child's parent...*
  - Bring camper to the E/E office.
  - Check camper's forms (if in camp's possession) for contact information.
  - Investigate which other children the camper may have arrived with.
  - Once contact information is obtained, call the child's parent/guardian



## HEALTH CARE GUIDELINES ([105 CMR Reg. 430.159](#))

### General guidelines from the Health Office:

- The Health Office is **located on the ground floor near the woodshop** and is staffed by a Health Director as well as a second full time registered nurse.
- The Health Office **phone number** is 978-774-1427 (ask to be transferred to the Health Office).
- There are **two nurses** on each day. *Office hours are from 8:45am – 4:15pm.*
- Please try to avoid bringing in non-emergencies at the following busy times:
  - Before 9:00am and after 4:00pm.
  - Lunch time, as this is generally when medication is given out.

**Employee Medications** are not permitted to be carried around campus, unless required in an emergency situation (Epinephrine, for example). All medications, including over the counter medications, must be kept in the nurse's office for the duration of camp. You need to visit the office should you need access to your medication.

**Emergencies** will be seen at any time.

All **children must be accompanied** to the Health Office by a staff member.

If a **significant emergency** is being handled in the Health Office, a notice to that effect will be posted on the door. Please do not bring in non-emergency patients until the crisis is resolved, (usually within a half hour). During this time you may still bring in any camper with significant injury or illness.

Small children are often frightened when they don't feel well or are injured. Please help the nursing staff to **keep their work space quiet** so that we may treat campers, and communicate with the campers, counselors and parents.

**Supervise** your camper while they are in the Health Office, especially if the nurses are busy.

Our healthcare staff are provided to manage and serve the health needs of our campers. Other than in the case of emergencies, they are not responsible for the management of staff health. If you feel sick during camp, please notify your immediate supervisor/director, consult with your personal physician, and head home to recover.

Prior to camp, the nursing staff reviews all camper health forms. **Medical information is confidential.** The nursing staff will communicate relevant medical information to the Camp Coordinators, who in turn, communicate to their staff as necessary. Please be discreet and sensitive with this information. Every individual deserves privacy. This often comes up when a camper has to go to the nurse for medication. If a camper chooses to share information with

fellow campers, that is their choice. The information should never be shared by staff with other campers or staff not directly working with that child.

Each session you will receive an **updated form** that contains health and allergy information for each camper. Please make careful note of campers with food allergies, bee sting allergies, and other health issues.

A note about **dietary preferences**. Some campers will be following Kosher or vegetarian diets due to religious or personal beliefs. Please be equally attentive to these dietary restrictions.

If you think a child may be **sick**, such as a skin rash, conjunctivitis (“pink eye”), a bad cough or cold, vomiting, diarrhea, fever, or head lice, please bring that child to a nurse for evaluation as soon as possible.

If a child is **ill** and wants to go home, the child should be brought to the Health Office for evaluation. Only then should the call home be made.

All staff should use “**Universal Precautions**” to protect themselves from exposure to blood or other body fluids. All staff should use protective equipment such as gloves when handling or coming into contact with blood or body fluids. Gloves should be worn if you are helping a camper who is bleeding, or when assisting children with toileting activities or accidents. Please let us know if you need additional gloves in your area.

**Sunscreen** application is critical to protect skin from harmful burns. Parents are asked to apply the first coat at home in the morning. It is the counselor’s responsibility to ask campers to reapply sunscreen after swimming, or heavy sweating. Campers should come to camp with their own sunscreen. Do not share sunscreens. Some individuals are allergic to ingredients found in different brands. Be especially careful when applying sunscreen to the face. You want to get good coverage while avoiding the eyes. Don’t forget your own sunscreen! You are role models to these kids.

**Fluids**. Young children need your help to remind them to drink adequate fluids during the day, especially when they are very physically active or the weather is very hot. Please watch for signs of overheating such as a very red face, or a lot of sweating. Heat and dehydration can cause nausea, fatigue, and headaches. It is especially dangerous for those campers who have health problems. Every camper and staff should have a water bottle with them and this should be checked upon the camper’s arrival to campus. If a child does not have a water bottle, check in with a member of leadership **immediately**. Hydration stations are placed throughout campus - please have campers refill their water as necessary. **NEVER OPEN A WATER CONTAINER** as this could compromise the cleanliness of the water.

**First Aid Kits** can be found in the Health Office, in the Wellness Center, and in all SJP vehicles. Group counselors are also provided with a **fanny pack** that contains basic necessities as well as any camper-specific epipens and inhalers that should be carried with them at all times. All staff receive training on how to use an epipen during staff training.

### **Treatment Guidelines for Specific Health Concerns**

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

#### **Asthma**

If a child appears to have shortness of breath, coughing or wheezing, send the child to the nurses' office for immediate evaluation/medication. If you are a long way from the office, call the nurse to bring a vehicle to transport the child. Asthma is serious; treat any sign of breathing difficulty as an emergency. Some older campers may be allowed to carry their own inhalers. If they are having trouble with their asthma, and use their own inhaler, they should still come to the nurses to be evaluated. Asthma triggers include exposure to allergens such as pollen, dust, smoke, or sawdust. Another common trigger is exercise. Exercise-induced asthma can be relieved by stopping the activity; have the camper sit up, and breath slowly. Encourage the use of an inhaler if available. The worst thing to do is to wait to use the inhaler.

#### **Bee, Hornet, or Wasp Sting**

If a child is stung, ask if they have been stung before, and whether there is a history of an allergic reaction. If there is a history of an allergic reaction, consider this an emergency. The child will need treatment with an EpiPen. For any sting, get the child to the nurse ASAP for ice and evaluation. Do not attempt to remove the stinger.

#### **Bleeding**

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

#### **Choking**

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

#### **Diabetes**

Refer to the nurse if a camper in your group has diabetes.

**Eye Injuries**

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

**Food Allergies**

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

**Fractures or Broken Bones**

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

**Head Injuries**

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

**Nosebleed**

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

**Permanent Tooth Knocked Out**

Bring camper to the Health Office ASAP. Apply pressure to stop bleeding. Make sure to save the tooth.

**Seizures**

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

**Medication**

All medications prescribed for campers must be kept in the Health Office. Counselors are not to receive meds directly from parents. Please advise parents to bring all meds to the Health Office.

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

### When to See Your Camp Nurse

<b>Self-management first</b>	<b>Visit the nurse</b>	<b>Call nurse to you</b>
Minor cut & scrapes - apply band aid with clean hands	If cut is large enough to actively bleed and needs cleansing or bleeding seeps through band aid (apply pressure & see nurse)	Profuse bleeding
Headaches - try the bathroom, snack, & a full water bottle	When headaches persist for over 15 minutes after self-management	Too dizzy to walk
Nosebleed- apply pressure at bridge of nose for 5-10 minutes with head tilted down & give tissue	If nosebleed persists after 10 minutes of pressure	If bleeding becomes rapid or is more than 1 cup
Sore throat - drink a full bottle of water	Sore throat persists after 15 minutes post drinking a full water bottle	choking
Mosquito bites - ice pack	Bee sting	Anaphylaxis (allergic reaction)
Gagging/spitting out food - drink water & take a break in A/C or shade & deep breaths	Nausea/vomiting/ 2 visits to bathroom for diarrhea	Profuse vomiting
Old bruises (yellow/green) - ice if they hurt & avoid re-injury to the area	Hives/rash/swelling/new bruises (red/purple, blue/black)	Known allergen exposure
Tired or fatigued after strenuous activities - A/C or shade break and drink cold water	Sudden change in behavior or level of consciousness	unconscious/ fainting/ seizure
<b>Self-management first</b>	<b>Visit the nurse</b>	<b>Call nurse to you</b>

Complains of vague pain in hands/feet or legs/arms - ice for 15 mins resting in shaded area or inside	Hand/foot/leg/arm hurts after 15 minutes icing but can walk	Can't physically walk after attempting or obvious dislocation/fracture (bones or joints popped out/ rapidly increased swelling)
Lack of concentration after being in the sun too long - A/C break or shaded area for 15 mins & full water bottle	Chest pain or intense, sudden pain in vague areas such as arm or stomach that prevents them from doing activities	Trouble breathing & cannot speak
Bumped an area of body (other than head) and no physical sign of injury & no change to child's behavior - ice for 15 minutes	Head injury when child is still breathing & conscious or pain of bumped area persists after icing for 15 minutes	Head, back, or neck injury & cannot move themselves or get up
Sore eyes from computer screen use - take a break for 5-10 mins with eyes closed & blink often when on computer; focus on distant object for 20 seconds every 20 mins if persists	Any eye issues with foreign objects in eye or redness or injury (sand, sunscreen, etc)	Vision becomes decreased or too blurry to see while walking
Child seems sad or mad - speak to them to the side & see if something is wrong, offer alternative ideas to their problem if possible	Child makes comment about self-harm/ suicide/ abuse or thoughts relating to any of the above	Child is harming self or others & is not controllable
Lightheaded - try snack, full water bottle & shade or A/C area for 15 minutes	Mild shortness of breath (but can walk & talk normally) or feels chest tightness	Cannot speak
Stomachaches - try bathroom, snack & full water bottle	Bathroom accidents/ burns while peeing/ hurts to go to bathroom/ stomach ache for more than 15 min after initial self management	Blood in urine or feces

## EXTENDED DAY PROGRAMS

EAGLES/EDGE offers an Extended Day option for parents and campers. Campers must be registered in advance for these programs and enrollment is on a weekly basis. The program is staffed by camp staff who are paid on a stipend for their additional work. Working with the extended day programs is entirely optional for staff.

Descriptions of the programs are as follows:

- The morning extended day program runs from 8:00am – 8:45am. Parents park in the Front Circle and walk their campers into the Memorial Gym. Staff supervise campers within this area and engage with them in a generally calm and casual way. Games are available. At 8:45am, campers are escorted to their respective camp groups by the staff.
- The afternoon Extended Day is from 4:00 – 5:00 p.m. The children who attend this program are from all areas of camp, including off campus programs. These campers start with a snack in Memorial before heading to one of several chosen activities.

### ***Important:***

- Campers are registered for the Extended Day program on a weekly basis. Please check your attendance daily. All enrolled campers are expected to attend unless written notification is given to the Camp Director.
- All notes that are received during drop off should be marked “ext. day” if the camper attends extended day. These notes are copied by the office staff and given to the Extended Day staff. If a note appears later in the camp day, please hand a copy of it to the extended day staff.
- Campers who have attended camp and have not arrived to Extended Day are considered missing campers.