



## **BEYOND THE BELL**

An afterschool program funded in whole or in part by  
the Illinois Department of Human Services  
Teen REACH grant

Policies and Procedures

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Subject:	<b>Free Snack Policy</b>
Policy #:	BTB-1
Date Issued:	11/21/16
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**Policy:**

Snack time is between 4:00 and 4:45 daily during school attendance days and 3:00-3:45 during full attendance days. Snack is free to all enrolled youth. A monthly snack calendar is posted in the Beyond the Bell classroom. Daily snack menus are written to meet the meal pattern requirements set forth by the Illinois State Board of Education Child and Adult Care Food Program. Snack must be served by trained staff members and each youth partaking in snack must take a fully reimbursable snack.

**Procedure:**

1. Youth must wash hands according to guidelines posted in the Beyond the Bell restrooms.
2. Youth who wish to have snack must eat snack before participating in any other activities at the Center.
3. Youth must show good table manners while having snack.
4. Youth must clean up their area when finished (throwing away all trash and putting up their chair).
5. Youth that choose not to have the snack provided may bring their own healthy snack.

**Reference:**

Illinois State Board of Education- Child and Adult Food Program  
Retrieved from <https://www.isbe.net/cacfp>

Subject:	<b>Meal Policy</b>
Policy #:	BTB-2
Date Issued:	11/21/16
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**Policy:**

During the summer months, lunch is offered on a daily basis. Menus for the daily meals are written to meet the requirement set forth by the Illinois State Board of Education Child and Adult Care Food Program and/or the Summer Food Service Program. Food is prepared on a daily basis by a licensed food manager in the Beyond the Bell/CCHD kitchen or catered by Deb’s Catering. Youth may participate in transporting food and serving items from the kitchen but the meals must be served by trained food program staff. Each child is eligible to participate in the meal being served and every participant must take a fully reimbursable meal.

**Procedure:**

1. Youth must wash hands according to guidelines posted in the Beyond the Bell restrooms.
2. Youth who wish to participate in the meal service must be in the room during the specified meal service times.
3. Youth who wish to eat must take a fully reimbursable meal which meets the meal pattern requirements set forth by the Illinois State Board of Education Child and Adult Care Food Program and/or the Summer Food Service Program.
4. Youth must show good table manners while consuming the specified meal.
5. Youth must clean up their area when finished (throwing away all trash and putting away chair).
6. Youth who participate in a specified meal service must assist in the clean up of the dining area before moving on to participate in another activity.

**Reference:**

Illinois State Board of Education- Child and Adult Food Program  
Retrieved from <https://www.isbe.net/cacfp>

United State Department of Agriculture-Summer Food Service Program  
<https://www.fns.usda.gov/sfsp/summer-food-service-program>

Subject:	<b>Medication Administration</b>
Policy #:	BTB-3
Date Issued:	11/21/16
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**Policy:**

It is the policy of the Clay County Health Department to administer medications to youth utilizing the center’s services in accordance with the Illinois Licensing Standards for Day Care Centers Section 407.360 Medications.

**Procedure:**

**Medication Administration**

1. Both prescription and non-prescription medication shall be accepted only in its original container.
2. Prescription medications must be labeled with the full pharmacy label.
3. Over-the-counter (non-prescription) medications shall be clearly labeled with the child’s first and last name. The container shall be in such condition that the name of the medication and the directions for use is clearly legible.
4. Medication will only be dispensed by a registered professional nurse employed by the Clay County Health Department.
5. Prescription medication shall be administered as required by a physician, subject to the receipt of appropriate releases from parent(s), which shall be on file and updated annually.
6. Prescription medication shall only be utilized for the youth whose name appears on the label.
7. Over-the-counter medications may be dispensed in accordance with manufacturer’s instructions when provided by the parent with written permission.
8. The nurse will maintain a record of the dates, administration times, dosages, prescription number, if applicable, youth’s name and the name of the nurse administering the medication.
9. All medication containers must have child protection caps.
10. All medication, whether refrigerated or not, shall be kept in locked containers that are inaccessible to youth.
11. Medications will be administered in a well-lighted area.
12. Medications will not be kept in rooms where food is prepared or stored.
13. Medications will not be used beyond the date of expiration.
14. A staff member will return unused/discontinued medications or expired medications to the parent.
15. All products, including sunscreen, insect repellent, and ointments shall be approved prior to use by youth.

### **Medication Administration Continued**

16. In the event of field trips with youth who require medication administration, the following protocol will be followed:

- a) The senior staff member accompanying youth will be responsible for administering the medication.
- b) Parent of youth requiring medication must sign an *additional* release for field trips for staff to administer prescription or over the counter medications.
- c) Medications will be kept under lock and key during field trips.
- d) Staff will carry signed release forms with them on field trips.
- e) Staff will record administration of medication while on field trips on the Medication Administration Record.

### **Reference:**

[https://www.illinois.gov/dcfs/aboutus/notices/Documents/Rules\\_407.pdf](https://www.illinois.gov/dcfs/aboutus/notices/Documents/Rules_407.pdf)

Subject:	<b>Head Lice</b>
Policy #:	BTB-4
Date Issued:	11/21/16
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Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department Beyond the Bell program to implement and enforce the “No Nit” head lice protocol as a means of successful pediculosis control in the after-school/summer program.

**Procedure:**

A “No Nit” Policy Means...

- **Removing** all lice eggs (nits) and egg cases after treatment with a lice killing product
- **Excluding** a child with a lice infestation from Beyond the Bell until ALL nits have been removed.
- **Educating** the community to ensure parents understand their responsibility under the “No Nit” policy.

**Screening:** A regularly scheduled screening program will be established as follows:

- Within one month after the start of the school year
- Within one week after winter break/vacation
- Within one week after spring break/vacation

An announcement will be made to parents and youth prior to each screening date. Handouts, current literature and a copy of the meaning of the “No Nit” Policy will be available to parents. Should infestations be noted, more frequent screenings may need to be conducted.

(See **Screening Children for Nits** attached to this policy).

**Protocols for Infestation**

1. Step one is when a youth is identified as being infested; the parent must be contacted immediately to pick up the child at the Beyond the Bell program. The youth will be separated from other youth while waiting to go home. Staff will be sensitive and low- key when notifying the parent and separating the infested youth. Staff will be prepared to spend time teaching the parent about treatment options and center policy for returning to Beyond the Bell Literature re: the three steps in the management of pediculosis (A. treatment with a pediculicidal agent, B. nit removal, C. environmental clean-up) will be readily available to parents. (See attachment to this policy)

2. Step two, and a **critical** element in the complete eradication of pediculosis is **nit removal**, regardless of the product used to kill lice and eggs. Because nits are the primary marker to determine the presence of head lice, it is important to remove **all** nits. Infested youth will not be allowed to return to the Beyond the Bell until all nits have been removed from the hair. (See attachment)
3. Step three is environmental clean-up. This consists of teaching the parent the process of cleaning the home to prevent reinfestation. (See attachment)
4. As reassessment is a crucial component of the screening process, an infested youth must report to the nurse upon returning to the Beyond the Bell program with a note describing the treatment he/she received. If the nurse finds nits, the youth will be returned home until he/she is completely nit-free.

### **Additional Outbreak Prevention Measures**

1. Youth's possessions will be stored in individual bags.
2. Coats will be hung separately with hats placed in the sleeves of coats/jackets.
3. Youth will be taught not to share clothing, headgear, or personal grooming articles.
4. Carpeted areas of the Beyond the Bell program will be vacuumed daily.

### **Screening Children for Nits**

When screening your child for nits, keep the following points in mind:

- **Screen the child in natural light** (near a window) or with a magnification lamp for clearest visibility of nits. Nits are good reflectors of UV light. If natural light or a magnification lamp is unavailable, a gooseneck lamp with at least a 60-watt bulb may be used.
- **Use disposable screening tools** – wooden sticks, tongue depressors, toothpicks or cotton applicators – so that the person doing the screening does not have to touch the child's hair. Use 2 sticks to lift and separate the hair. Always use new sticks for each child you are checking. Gloves may also be used.
- **Conduct a thorough search:** Lice eggs are normally laid on hair close to the scalp; however, in tropical climates, new eggs may be found away from the scalp, suggesting the need for a wider search.
- **Begin screening by separating hairs over** the ears or near the crown and the back of the neck, "favorite" places for lice because of higher humidity/temperature. If no nits are found in this area, continue to examine the rest of the head.
- **Differentiate nits from "pseudonits"**, such as hair care product residues, dandruff, hair casts or desquamated epithelial cells (DEC plugs). All of these substances can be easily removed from the hair by blowing, rubbing or brushing; nits won't budge unless "picked" or fine tooth combed.
- **Note the presence of any lice** or nits in the eyebrows or eyelashes-head lice only live in the scalp. If they are seen elsewhere, a secondary infestation (i.e., pubic or body lice) may be present. In such cases, normal treatment cannot be used; parents must consult a physician.



Subject:	<b>Asthma</b>
Policy #:	<b>BTB-5</b>
Date Issued:	<b>11/21/16</b>
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**Policy:**

The Beyond the Bell program welcomes all children with Asthma. The Beyond the Bell program will encourage and help children with asthma to participate fully in all aspects of the Beyond the Bell activities. Staff has a clear understanding of what to do in the event of an asthma attack. The Beyond the Bell program will work in partnership with parents and children to ensure the successful implementation of this Asthma Policy.

**Asthma is the most common chronic disease of childhood. It is a disease which when mild causes cough, breathlessness during exertion and sometimes wheezing. At its most severe, resistance to airflow might be enough to threaten life.**

**Procedure:**

1. At the time of enrollment of youth in the Beyond the Bell program, parents/guardians will be required to provide the program with information about any medications taken by their child, including asthma medications.
2. In relation to asthma, parents/guardians will be asked to provide the following information:
  - the extent to which their child suffers from asthma
  - treatments required
  - what causes/triggers the asthma
  - the ability of the child to self-administer sprays and written permission from the parent/guardian to do so
  - notification to the program of any change in their child's condition/medication
3. The parent/guardian will be responsible to send asthma medication with their child to the program including asthma sprays to ensure that asthmatic youth will have access to asthma sprays at all times especially prior to or during physical activity. The parents are to instruct their child on the dosage and the proper way to take medication.
4. Children will have access to their asthma sprays at all times in the program.
5. A list of asthma sufferers will be kept on file at each site to ensure that all Beyond the Bell staff are aware of whom the youth with asthma are in the program.
6. Staff will be given information about asthma and how to recognize asthma attacks. Each staff person will be made aware of his or her responsibility in the case of a participant suffering an asthma attack during Beyond the Bell program activity.
7. As a measure of safety, asthma sufferers will be excluded from rigorous physical activities if they do not have their asthma spray with them. Youth are to be

encouraged to keep their inhalants with them during exercise and other activities.

**Physical activity is a trigger in 80% of asthmatic children.**

8. If a youth suffers an asthma attack and their spray does not appear to ease the situation or if the spray is emptied or lost, a Beyond The Bell staff member will remain with the youth to comfort them and breathe with them. Parents and medical personnel will be contacted if necessary.

**Basic Management of an Asthma Attack:**

- a. Have child stop all physical activity.
  - b. If feasible, remove child from exposure to known asthma triggers.
  - c. Assist child into an upright position and encourage the child to stay calm.
  - d. Ensure that prescribed medications are delivered
  - e. Allow medication time to work.
  - f. If attack worsens or does not improve within 15-20 minutes, notify emergency medical services.
  - g. Notify parent/guardian of all asthma episodes regardless of severity or duration.
9. Program staff will complete an incident report if a participant has an asthma attack during an activity. The original report will be placed in the participants file and a copy will be sent to the parent/guardians in addition to the initial contact.
  10. Those youth with asthma going on a Beyond the Bell field trip must have parental/guardian consent and must take their inhalers with them on the field trip, or other outside activities. Accompanying staff will be made aware of the youth with asthma.
  11. Parents/guardians will be made aware of the asthma policy at the time of their child's enrollment in the Beyond the Bell program.

<http://www.ilga.gov/legislation/publicacts/99/PDF/099-0843.pdf>

Subject:	<b>Illness, injury, and emergency policy</b>
Policy #:	BTB-6
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department Beyond the Bell program to follow the following procedure in the event of illness, injury or emergency occurring during program hours. All staff shall be currently certified in CPR.

**Procedure:**

**Youth Illness / Injury**

1. Any youth illness or injury which occurs during program hours/activities will be reported immediately to the Beyond the Bell staff.
2. Emergency first-aid procedures will be done per staff for the affected youth as the situation requires. Example: Remove youth from danger of further injury, assess youth for required first-aid measures such as control bleeding, assess for shock, maintain airway, etc...
3. Notify youth's parent/guardian ASAP.
4. Secure life-saving emergency care as the situation warrants, i.e. Activate the EMS system by calling 911.
5. Complete a Clay County Health Department Incident Form ASAP.

**In Case of Fire**

1. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
2. Immediately activate the building fire alarm system. This will automatically notify the fire department and get help on the way. It will also sound the fire alarm bells to evacuate the building and shut down the air handling units to prevent the spread of smoke. It is best to have the fire department respond and not be needed than to have them arrive too late for potential rescue.
3. Evacuate all BTB participants.
4. If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight a fire if the following conditions exist:
  - o You don't know what's burning.
  - o The fire is spreading rapidly.
  - o You don't have the proper equipment.
  - o You can't do so with your back to an exit.
  - o The fire might block your means of escape.
  - o You might inhale toxic smoke.
  - o Your instincts tell you not to do so.

5. If the first attempts to put out the fire do not succeed, leave the building immediately.
6. Doors, and if possible, windows, should be closed as the last person leaves a room or area.
7. Upon evacuation of the building, all should proceed to the Flora High School parking lot where head counts can be taken.
8. Never reenter the building without permission from the fire department.

### **Disaster Preparedness**

1. Police, fire, and ambulance contact numbers will be posted in a conspicuous area for easy access.
2. Threats requiring evacuation will be announced.
3. Exit the building via posted evacuation routes.
4. Proceed to the predetermined gathering site. (Flora High School parking lot)
5. In the event of an ***earthquake***, instruct youth to crouch under a desk or table, away from windows.
6. In the event of a tornado, proceed to the nearest hallway without windows, have youth sit down against a wall with feet drawn up close to body and heads down or hide under a table or desk, or if possible, proceed to an interior room such as a the restroom or a closet and cover their heads.
7. Upon the all-clear signal, have youth proceed to the outside of the building to the designated assembly area (Flora High School parking lot).
8. Conduct quarterly, unannounced emergency evacuation and life-saving procedures during program hours.

### **Severe Weather Precautions**

Thunderstorms produce the greatest number of severe weather watches and warnings in our geographical area. In the event of a severe weather watch or warning, staff will follow the steps outlined below to assure the safety of youth participants.

1. Activities being conducted inside the center may proceed without interruption.
2. Outside activities will be discontinued immediately upon notification of a weather watch or warning.
3. Staff will monitor reports from the National Weather Advisory regarding severe weather watches or warnings and act accordingly.
4. No youth will be allowed to leave the Beyond the Bell program alone while a severe weather watch or warning is in effect.

Subject:	<b>Outreach, Referral and Program Improvement</b>
Policy #:	BTB-7
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department Beyond the Bell program to conduct routine outreach activities and to provide potential referral sources with written procedures for referring youth to the center and to also provide strategies for program improvement.

**Procedure:**

Outreach Activities

Beyond The Bell staff and volunteers will participate in the following community and agency activities annually as a part of routine outreach recruitment efforts.

1. The Beyond the Bell program will provide PowerPoint presentations to students, school personnel, local agencies, clubs, and organizations on a PRN basis.
2. The Beyond The Bell program will utilize numerous different advertising avenues to include but are not limited to:
  - a. Collaborate with schools to inform students/parents of program happenings through:
    - i. Special event flyers
    - ii. Notes in grade cards reminding parents of homework help available at the Center.
    - iii. Providing schools with daily/monthly schedules. (Schools have agreed to include schedule in daily announcements.)
  - b. Special sponsorship packages with WNOI throughout the year
  - c. Partner with WNOI for PSAs to increase community awareness
3. Participate in Lights on After School Community Day on an annual basis.
  - a. Use Public Service Announcements to ask the community to keep their porch light on this day to support the Beyond the Bell program.
  - b. Invite local media to attend.
4. Participate in county events such as Apple Knocker, Parades, etc.
5. Beyond The Bell Program Coordinator will sit on the Clay County Truancy Review Board and offer services to youth who come before the Review Board.
6. Contact schools and social service organizations to review referral information and discuss program happenings on an annual basis.
7. Utilize local newspapers throughout the year on a PRN basis.
8. Utilize a Facebook account to communicate with youth and parents about upcoming activities, etc.

## **Program Improvement**

1. Recruitment program will include the following:
  - a. visiting area schools
  - b. checking in with school administrators
  - c. more detailed monthly family nights
  - d. participation in community events
  - e. Incentive program will also be put in place for those youth already enrolled
    - i. Prizes
    - ii. Raffles
    - iii. various incentives for youth attendance hours
2. An incentive program will be implemented to encourage youth to stay for longer periods of time.
  - a. Help boost attendance hours.
  - b. Coordinators will host an informational meeting with parents who would like to attend to explain the program in more detail to help with attendance hours as well.
    - i. These meetings will be held quarterly.

Subject:	<b>Discipline and Conflict Resolution</b>
Policy #:	BTB-8
Date Issued:	11/21/16
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Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department’s Beyond the Bell program to assist all participants in developing conflict resolution and positive decision making skills through the use of the Incentive point system as well as other rewards and discipline techniques appropriate to the given situation. All youth have the opportunity to earn points by making good choices while losing points for making poor choices. Corporal punishment is not allowed at the Beyond the Bell program.

**Procedure:**

**Point System**

1. Participants can earn points for making the following good choices:
  - a. Attending Homework help
  - b. Attending Life Skills
  - c. Demonstrating good problem solving skills
  - d. Volunteering for clean up jobs
  - e. Good communication skills
  - f. Helping another youth or staff
  - g. Good sportsmanship
  - h. Good manors
  - i. Demonstrating other good life skills
  - j. Other good choices which staff recognize
  - k. Earning “A’s” on homework assignments or Completed Agenda Book
2. Points awarded will vary generally depending on how often a good choice is made by an individual youth. i.e. A youth who has exhibited anger management problems in the past but figures out a positive way to cope with losing a game will be awarded more points than a youth who always smiles after losing a game.
3. Youth will be given the opportunity to purchase items at the incentive store on a monthly basis with the points they have earned. They will also have the chance to purchase special field trips.
4. A youth’s behavior will always be taken into consideration when deciding who will be given the opportunity to go on Beyond the Bell field trips.
5. During a conflict, youth will be encouraged to help solve any issues using the peer mediation process.
  - a. Youth will be included in all conflict resolution if they so choose
  - b. All youth involved will be provided with the opportunity to state their interpretation of events during any conflict.
  - c. Youth will be asked to help create solutions that work for all.
  - d. All youth will be encouraged to resolve their own conflicts if possible.

**Discipline:**

Discipline is the responsibility of all staff and students at BTB. Students shall be expected to use accepted patterns of courtesy and decency, respect the rights of others, and abide by BTB rules, laws, policies, and regulations. Students should fully understand that all staff members and Clay County Health Department Administration have the authority to correct inappropriate behavior at any time, either in the building, on school grounds, in the van, or at any BTB-sponsored event, home or away.

**Discipline Measures**

BTB authorities reserve the right to intervene and discipline any behavior that in their judgment, impairs a positive environment or is inappropriate. Staff members shall limit the number and duration of expulsions and suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using suspensions or expulsions. Staff shall not advise or encourage students to discontinue attendance at programming due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying of parents.
2. Disciplinary Conference.
3. Withholding of privileges.
4. Temporary removal from an activity.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-program suspension.
7. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate program rules.
8. Suspension of transportation privileges.
9. Suspension from programming for up to 10 days. A suspended student is prohibited from being on school grounds.
10. Expulsion from BTB and all activities for a definite time period not to exceed two calendar years. An expelled student is prohibited from being on school grounds.
11. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorities by the reciprocal reporting agreement between the program and local law enforcement agencies.

This discipline system is adapted from the Unit 35 Student Handbook as a program to insure that students conform to program rules and policies. Points serve as a notice of some type of misconduct and/or the violation of a school rule. The five main components of the system are as follows:

1. Points are deducted upon violation of program rules.
2. Positive reinforcement--Students may earn points back for positive behavior.

**Prohibited Conduct Levels****-5 Points**

- Dress Code Violation
- Failure to Adhere to Issued Classroom Rules
- Horseplay



Public Display of Affection

**-10 Points**

Disrespect toward staff & property  
Fictitious Phone Call  
Forgery  
Horseplay/Rough housing  
Inappropriate use of technology  
Leaving program without permission  
Lying to staff  
Misconduct toward a mentor, visitor, or volunteer  
Possession of tobacco products including e-cigs or vapor pens  
Profanity/Obscenity/Pornography  
Refusal to follow directions  
Rough Housing

**-15 Points**

Inappropriate items at program

**-20 points**

Hacking into the school server/software

**30 points**

Defiance of Authority  
Fighting/Physical Abuse toward other Student (s)  
Recording someone without permission (generally as a malicious act)  
Theft  
Use of Tobacco Products including e-cigs or vapor pens  
Vandalism/Property Damage

**40 points**

Gesture/Obscenity toward staff  
Harassment/intimidation of student

**50 points**

Assault/Battery of Student  
Threat/Intimidation/Harassment toward staff

**60 Points**

Assault/Battery of Staff Member  
Bomb Threat  
Drugs-alcohol/Look-A-Likes/Synthetic Drugs/possession  
Explosive Device  
False Fire Alarm  
Weapons possession/use

**Points**

**Consequence Ranges**

-5	Verbal Warning
-10	Verbal Warning with call to parents
-15	Verbal Warning with call to parents
20-30	1-3 Day Suspension from Programming
31-45	3-5 Day Suspension from Programming
46-60	Expulsion from Programming

**\*\*All suspensions require a Coordinator visit with parent upon return to the classroom. This is mandatory before the student returns to programming.**

**\*\*25 points will be given to a student's point total for every midterm and quarter (every four weeks) completed without acquiring an infraction.**

The point system is designed to communicate to students and parents what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct. While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the BTB staff reserves the right to impose MORE severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction.. Furthermore, the BTB staff reserves the right to impose LESS severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, BTB staff reserves the right to impose a punishment for specific situations not addressed in the misconduct system.

Subject:	<b>Confidentiality</b>
Policy #:	BTB-9
Date Issued:	11/21/16
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**Policy:**

It is the policy of the Beyond The Bell program to treat the following information relating to participants and their families as confidential: names and addresses individually or by list, information contained in program reports and files, information about financial resources, information contained in notes or other documents obtained from or about the participants and their family to include medical information, records from the school and other institutions. Information shall be kept confidential except in the following cases: with the parent’s written consent and if the confidential character of the information is preserved.

**Procedure:**

1. Participant documents will be given to the Beyond the Bell Program Coordinator. The Coordinator will make copies of documents as needed and file documents into participant folders.
2. All participant documents will be kept in a locked cabinet. Participant documents will not be left on desks, etc. where they could be viewed by visitors.
3. Confidential information stored on computers will be password protected. Furthermore, computer screens should be positioned such that passers-by cannot view such information. Before leaving the computer workstations, documents containing confidential information should be closed.
4. Youth assistants will not be given access to participant documents containing any information previously classified as confidential.
5. There must be a signed Release of Information Form for each enrolled participant on file before any information is released to any organization or clinic outside of the Clay County Health Department. Please note that for children 12 and over, the child’s signature will be required when releasing information to outside entities.
6. The Beyond the Bell program shall comply with the Local Records Act which regulates the destruction and preservation of public records within the State of Illinois. All records will be retained for six years following the close of the fiscal year to which the records pertain.

**Reference:**

<http://www.citizenadvocacycenter.org/uploads/8/8/4/0/8840743/localrecordsactbrochure.pdf>

Subject:	<b>Visitors</b>
Policy #:	<b>BTB-10</b>
Date Issued:	<b>11/21/16</b>
Next Review Date:	<b>01/01/19</b>
Revised:	<b>02/15/18</b>

**Policy:**

To ensure the safety of BTB youth, it is the policy of the Clay County Health Department's Beyond the Bell program for all visitors to sign in.

**Procedure:**

1. The Beyond the Bell Program Coordinator will ensure a sign in sheet is available at the start of every business day.
2. Visitors, defined as anyone who enters the Center for any reason and intends to stay for any period of time, will be asked to sign-in with their name and arrival time.
3. If a staff member notices a visitor who is not signed-in, the staff member shall approach the visitor and ask the visitor to sign-in.
4. If a visitor refuses to sign-in, he/she will be asked to leave the premises.
5. If visitor refuses to leave premises the authorities should be notified.

Subject:	<b>Youth sign-in/sign-out</b>
Policy #:	BTB-11
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/18

**Policy:**

To ensure the safety of BTB youth, it is the policy of the Clay County Health Department's Beyond the Bell program for all youth to sign in and out on a daily basis.

**Procedure:**

1. The Beyond the Bell Program Coordinator will designate a staff member to be in charge of the sign-in/out sheet each day.
2. Youth are required to sign-in upon arrival at the Center. The student will record the youth's name and the time he/she arrived.
3. If a youth refuses to sign-in, he/she will be asked to leave the premises.
4. If youth refuses to leave premises the authorities should be notified.
5. Youth are required to sign-out when leaving the Center indicating the time they are leaving the premises.
6. Once a youth leaves, he/she may not return unless given permission by a BTB staff member (usually allowed only for Dr. Appointments or when requested by a parent).
7. BTB expects parents to notify their children who they may and may not leave with as well as the mode in which the youth may leave (walk or wait for ride).
8. If a youth is asked to leave programming early an attempt will be made by program staff to contact the parent or guardian of the youth and let them know of the situation.

Subject:	<b>Transporting Youth</b>
Policy #:	BTB-12
Date Issued:	06/01/02
Next Review Date:	01/01/2019
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department’s Beyond the Bell program to have transportation available to as many youth as possible. The Flora School District #35 offers transportation to students from Floyd Henson Jr High and Flora Elementary. Beyond The Bell also has a van that is used to transport youth from Clay City and CEFS/CIPT will transport students from Full Armor and North Clay. During the summer months, no transportation is provided to or from Beyond the Bell.

**Procedure:**

1. When there is a need to transport youth, the health department van should be utilized if available. Personal vehicles should not be used to transport BTB youth.
2. Regardless of vehicle used, all staff and youth must fasten seatbelts before vehicle is placed in gear.
3. BTB youth that ride the school bus from Flora Schools must make Beyond the Bell their permanent drop off site for the school year.
4. Youth riding the school bus must follow all the school bus rules and all school rules until they enter the Beyond the Bell building.
5. Youth riding the Beyond the Bell van or CEFS bus must follow all posted rules when on the bus or they will risk losing their bus privileges.
6. It is the policy of the Beyond the Bell program not to transport youth home. In the rare instance that a staff member must transport a youth home, the parent handbook will be referenced and the appropriate disciplinary action will be taken. In this instance the youth will be transported in the health department van.
7. In the event of inclement weather, transportation will not be offered from Clay City, Louisville. Weather forecasts will be used to determine the possibility of inclement weather and a determination on transportation will be made before the end of the school day. Participant safety will be paramount in the decision and if the weather is questionable, transportation will not be offered that day. If school is cancelled in the Flora School District due to inclement weather, transportation will not be offered anywhere in the County that day.

Subject:	<b>Handwashing</b>
Policy #:	BTB-13
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department's BTB to ensure sanitary conditions and limit the possibility of the spread of disease through frequent handwashing.

**Procedure:**

1. Beyond The Bell program staff are expected to wash their hands and insist that youth follow this same policy. Hands should be washed often and always for the following circumstances:
  - a. Before touching anything used to prepare food, and before you touch food that will not be cooked
  - b. After working with raw meat, fish and poultry
  - c. After handling trash and taking out garbage
  - d. After using the bathroom
2. Staff and youth should wash their hands as follows:
  - a. Wet your hands with warm water
  - b. Use soap
  - c. Rub your hands briskly together to loosen any dirt and germs. Take twenty seconds or more to do a thorough job. Pay special attention to your fingernails where germs can hide.
  - d. Rinse your hands under clean warm water.

Subject:	<b>Inclement Weather</b>
Policy #:	BTB-14
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department's BTB to close the Center if the Flora school district is closed due to weather. However, the Center will open early if the Flora school district dismisses early due to weather.

**Procedure:**

1. If Flora schools are not in session due to the weather, Beyond the Bell will also be closed.
2. If Flora schools dismiss early due to the weather, Beyond the Bell will open early.
3. In the event that Flora schools dismiss early, there will be no buses running to Louisville or Clay City.
4. In order to lessen the burden on the school district, youth who ride the school bus to the center should do so if the schools close due to weather.
5. Parents should note: Since many staff members are not available until after 3:00pm, staff: youth ratios will not be as low as usual. For this reason no planned activities will be offered and only free time in the Recreation Room will be available.
6. Since staffing on these days will be minimal and to increase the likelihood of youth having a safe trip home, parents are asked to pick up their child as soon as possible.



Subject:	<b>Youth Grievance</b>
Policy #:	BTB-15
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department's BTB to ensure every youth has the opportunity to voice their concerns or dissatisfaction with a particular incident or series of incidents in a formal manner.

**Procedure:**

1. Youth who believe they have been wronged, must file a formal grievance in writing and turn it into the Coordinator or his/her designee within 2 days of the incident which is being grieved.
2. The grievance must include:
  - a. Name of youth
  - b. Date/Time
  - c. Place of Incident
  - d. Youth Involved/witnesses
  - e. Staff involved
  - f. Brief description of incident being grieved
  - g. Brief description of why the youth feels he/she has been wronged
  - h. The desired outcome of the grievance
3. The Coordinator will investigate the incident and respond within 2 days.
4. Decisions may be appealed to the Director, then to Administrator and Board of Health.

**Youth Grievance Form**

Name: \_\_\_\_\_

Date/Time/Place of Incident: \_\_\_\_\_

Youth involved/witnesses: \_\_\_\_\_

Staff Involved: \_\_\_\_\_

Briefly describe what happened.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe why you think you were treated unfairly.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you like the result of this grievance to be?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Youth Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subject:	<b>Document Retention</b>
Policy #:	BTB-16
Date Issued:	01/01/06
Next Review Date:	01/01/2019
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department Beyond the Bell program to maintain all Beyond The Bell related documents for a period of five years following the completion of the contract period.

**Procedure:**

1. All Beyond the Bell related documents are filed according to type and year as they are received or collected.
2. At the beginning of the fiscal year (July 1), documents from the previous fiscal year are labeled and stored away for reference.
3. Current documents are filed and kept in the Beyond the Bell office until the end of the fiscal year.
4. Stored documents are reviewed at the end of each fiscal year and documents that have exceeded the five year time period are disposed of.

Subject:	<b>Tracking Inventory</b>
Policy #:	BTB-17
Date Issued:	01/01/06
Next Review Date:	01/01/2019
Revised:	02/15/2018

**Policy (Clay County Health Department Policy):**

A. Fixed Asset Inventory:

1. All equipment items must be entered on an inventory control list by the Accounts Payable Clerk. The list must be reviewed for accuracy at least once a year. The “Inventory Control” list will contain the following entries, whenever possible:
  - a) item number
  - b) description of the property
  - c) date of acquisition
  - d) cost of item
  - e) location of item
  - f) funding source
  - g) disposition
2. When equipment is no longer usable, it is removed from use by indicating on the list the reason for its removal and how it was disposed of. All inventory records pertaining to disposed equipment shall be maintained for a period of three years following disposition of equipment. If applicable, we shall notify, in writing, the agency that funded the purchase of property of such disposition.
3. All equipment with a value of \$100 or more shall be assigned an inventory number. The assigned number shall be physically attached to the equipment and shall correspond directly to the Inventory Control Sheet.
4. February 1 of each year the Accounts Payable Clerk will give each Program Coordinator a listing of equipment items and location to be verified by the Coordinator or their designee.
5. Each item should be physically located and checked off on the sheet. Any changes in location should also be noted.
6. The completed physical inventory sheet should be turned in to the Accounts Payable Clerk within 30 days.
7. All employees shall be responsible for continuous monitoring of all office business machines to ensure they are in proper working order. At any time an employee becomes aware of equipment that is not operating properly, the employee should notify the Administrative Services Director.

B. Supplies Inventory:

1. Inventory will be taken of all supplies purchased by the health Department and used for client services at each month end or twice per year as noted below.
2. Items that should be inventoried and the person responsible for completing the inventory include the following:
  - a. Private Stock Vaccines (Monthly) – TB/CD Coordinator
  - b. Immunization Supplies (Dec 30, June 30) – TB/CD Coordinator
  - c. WIC Supplies (Dec 30, June 30) – MCH Coordinator
  - d. Family Planning Supplies – Accounts Payable Clerk  
Birth Control Pills/Dep-Provera (Monthly)  
All Other Supplies (Dec 30, June 30)
  - e. Diabetes Testing Supplies (Dec 30, June 30)
  - f. Beyond The Bell Food Program Supplies (Monthly) – Food Program Cook
  - g. Home Health/Hospice Medical Supplies (Dec 30, June 30) – Home Health Support Staff  
\*A log sheet should be kept each month showing beginning inventory, items used, and items received each month for Home Health/Hospice Medical Supplies. The Home Health Support Staff will calculate the ending inventory each month and post a new log sheet for the staff to mark on with the ending inventory amount from the previous month being moved to the beginning inventory column for the current month. These log sheets should be turned in to the Staff Accountant to be kept on filed and compared with the actual counts.
3. All supply inventory counts should be turned in to the Accounts Payable Clerk by the 3<sup>rd</sup> of the following month.
4. The Accounts Payable Clerk will enter the quantities on hand and the unit cost for each items in an Excel spreadsheet to calculate the total ending inventory amount. These Excel spreadsheets will then be passed on to the Staff Accountant by the 15<sup>th</sup> of the month.
5. The Staff Accountant will write-up the appropriate inventory adjustment entries by comparing the balance in the inventory accounts to what is currently on hand and give the entries to the Accounting Director by the 20<sup>th</sup> of the month.
6. The Accounting Director will post the inventory adjustment entry to the General Ledger.

Subject:	<b>Screening and Background Checks of Staff, Volunteers and Interns</b>
Policy #:	BTB-18
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department Beyond The Bell program that all staff and adult volunteers and interns who have one-on-one contact with children and youth in the programs must have a background check completed and the result of each background check placed in their personnel file at the Beyond The Bell program site.

**Procedure:**

1. Each applicant must submit a written application, a disclosure statement and references. Each applicant is required to give written consent for the Beyond the Bell program to obtain Illinois State Police criminal background checks and a DCFS CANTS report (No person will be hired or allowed to serve in the capacity of a volunteer or intern without this written consent).
2. Each applicant for a Beyond the Bell staff position is hired through a comprehensive personal interview.
3. The results of the Illinois State Police Criminal Background check and the DCFS CANTS reports will be kept in the employee, volunteer or intern file in Human Resources at the Clay County Health Department.
4. All Beyond the Bell program volunteers will also be required to sign an acknowledgement of receipt and understanding of the Beyond the Bell program volunteer handbook. Individuals will not be allowed to volunteer at the Center or at Center sponsored events without receipt of the volunteer handbook.

Subject:	<b>Suspected Agency Abuse/Neglect</b>
Policy #:	BTB-19
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

In the rare circumstance that a staff member is accused of abuse or neglect, the policy of the Clay County Health Department is to ensure the well-being of both the client and the employee.

**Procedure:**

The Clay County Health Department will initiate the following procedures:

1. A full investigation will be conducted by the administrator or his designee and/or the authorities if appropriate.
2. Staff member will be immediately suspended with pay while the investigation is conducted.
3. If the client desires continued services from CCHD while the investigation is ongoing, the administrator will
  - a. Ensure two staff members provide services while investigation is ongoing.
  - OR -
  - b. Discontinue services and ensure client is provided with referrals to other agencies.
4. Two outcomes are possible upon completion of the investigation.
  - a. If the accusation is determined to be without cause, the employee will be re-instated with full pay, benefits, and seniority. In addition, CCHD will no longer provide services to the client.
  - b. If the accusation is determined to be valid, the employee will be permanently relieved from his/her position. In addition, if the client so desires, CCHD will continue to provide services.

In an effort to minimize accusations of abuse/neglect, CCHD employees should take the following precautions when interacting with clients whenever possible:

1. When possible see clients in teams of two
2. If working with client in the office, leave door open.
3. If discussion is confidential, notify another staff member of the situation and ask he/she to wait outside the office
4. When transporting clients, limit one on one interaction if possible.
5. Document any suspicious interactions and notify supervisor and administrator immediately

Subject:	<b>Reporting Suspected Family Abuse/Neglect</b>
Policy #:	BTB - 20
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department Beyond the Bell program that all Beyond The Bell staff are mandated reporters and are to follow the guidelines of the Child Abuse and Neglect Reporting Act of 1975.

**Procedure for Suspected Family Cases of Abuse or Neglect:**

1. All staff working in the Beyond the Bell program will be provided training about abuse, copies of The Abused and Neglected Child Reporting Act and a Manual for Mandated Reporters. Each staff person will be made aware of his or her responsibility as a mandated reporter during the orientation process and is required to sign acknowledgment of Mandated Reporter status.
2. All mandated reporters are to call the Child Abuse Hotline **1- 800-252-2873** when they have reasonable cause to suspect a child has been abused or neglected. (Report to immediate supervisor of the BTB program) A copy of the State of Illinois Department of Children and Family Services **Written Confirmation of Suspected Abuse/Neglected Report: Mandated Reporters** shall be placed in the participant's file.
3. Follow the guidelines in the Manual for Mandated Reporters regarding information to report to the Hotline.  
[https://www.illinois.gov/dcf/safekids/reporting/Documents/cfs\\_1050-21\\_mandated\\_reporter\\_manual.pdf](https://www.illinois.gov/dcf/safekids/reporting/Documents/cfs_1050-21_mandated_reporter_manual.pdf)
4. All parents/guardians will be informed of the Beyond the Bell staffs' responsibility as a Mandated Reporter at the time of their child's admittance into the program. This information will also be included in the Parent handbook or orientation packet.
5. All Beyond The Bell staff will sign the form indicating they are have reviewed the Abused and Neglected Child Reporting Act and the Manual for Mandated Reporters and are aware of their role as a Mandated reporter.



Subject:	<b>Internet Blocking Software for youth accessible PCs</b>
Policy #:	BTB-21
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department Beyond the Bell program that all PCs used by program youth will have internet blocking software installed to protect the youth from harmful Internet content.

**Procedure:**

1. Each program will install internet blocking software on computers used by youth in the program.
2. Program staff will provide supervision of youth computer usage.

Subject:	<b>Staff and Family Communication</b>
Policy #:	BTB-22
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department Beyond the Bell program to maintain staff communication through several channels. The Center believes that good staff communication translates into a better program for the youth we serve. It is also the policy of CCHD Beyond the Bell program to keep the lines of communication between all staff and families open as well.

**Procedure:**

1. Each staff member is orientated to the chain of command when they begin employment with the program.
2. Beyond the Bell program staff meet on a bi-weekly basis with the BTB Coordinator prior to the arrival of youth to share work experiences, questions, ideas, etc.
3. Each Beyond the Bell program staff has an individual monthly professional development meeting with their direct supervisor.
4. Monthly program schedules are posted as well as shared with staff one month in advance, which gives staff time to plan activities, share ideas, and ask questions.
5. Each parent will be provided with a calendar of events (these will be available at each Beyond the Bell door and will be sent home with youth. Parents will also be provided with regular newsletters as needed.
6. Site will hold monthly Family Night with a theme to help incorporate child/adult interaction.
7. Based on the needs of the community and families served other services can be offered in addition as well:
  - Parent Support Groups/Parent Education
  - Parent Involvement on Beyond The Bell Advisory Board
  - Grandparents Raising Grandchildren Groups
  - Family Events/Seasonal Celebrations
  - Parent Meetings/Orientation

Subject:	<b>eCornerstone Data Entry</b>
Policy #:	BTB-23
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department Beyond The Bell program to ensure that all required data is entered into the eCornerstone system in a timely manner that meets the standards set forth by the Illinois Department of Human Services.

**Procedure:**

1. The Beyond the Bell Coordinator shall be responsible for entering all participants into the eCornerstone system upon their enrollment. The BTB Coordinator must enter all information of the participant's enrollment form into the system within a reasonable amount of time. In the event that the BTB Coordinator is out of the office for an extended period of time, the BTB Program Coordinator will ensure the participant's information is entered in a timely manner.
2. Grade reports shall be entered into the eCornerstone system within a reasonable amount of time upon receipt from the cooperating school. The Beyond the Bell Coordinator or a Youth Development Specialist will be responsible for entering the grade reports. In the event the Coordinator cannot complete the task in a timely manner, assistance from the Director may be requested.
3. The Program Coordinator will check data each Monday to ensure that all data is being entered in a timely manner.
4. All data entry on the eCornerstone system shall be done during regularly scheduled working hours and all data entry must be done from a Health Department computer. In no instance, shall any participant or attendance information be taken from the Center and entered at an off-site location (ie. Coordinator's home).

Subject:	<b>eCornerstone Termination &amp; Chronic Absences</b>
Policy #:	BTB-24
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

It is the policy of the Clay County Health Department Beyond the Bell program to deactivate youth who have not attended the program within the last 30 days from the eCornerstone system. This is done in order to meet the average dosage in days and hours guidelines set forth by the Illinois Department of Human Services.

**Procedure:**

1. The Beyond the Bell Coordinator will monitor attendance of all youth at the Center on a weekly basis.
2. When the Coordinator observes that a youth has not attended the program within the last 30 days, he/she shall attempt to contact the youth or their parents to determine if there is a reason that they have not attended within the last 30 days.  
--This is an attempt to help alleviate chronic absences and retain more youth in the program. Chronic absences affect attendance and efforts should be made to minimize them as soon as program staff are aware.
3. If no reason exists or the youth or their parents cannot be reached, the youth will be deactivated from the eCornerstone system.
4. In the event that a youth who has been deactivated returns to the program, they will be re-enrolled in the eCornerstone system at that point in time.

Subject:	<b>Staff Conduct toward Beyond The Bell Youth</b>
Policy #:	BTB-25
Date Issued:	11/21/16
Next Review Date:	01/01/19
Revised:	02/15/2018

**Policy:**

Youth are always to be treated with consideration and respect, recognizing their dignity, right to privacy and confidentiality.

**Procedure:**

1. Expected to be honest with students about topics they can and cannot discuss.
2. Expected to advise youth when additional consultation is needed (from supervisor, parents, etc.).
3. Prohibited from offering their personal services (giving rides in their personal vehicle, escorting them to events) unless previously arranged with the youth's guardian or selling goods to youth or their families.
4. Prohibited from meeting alone with BTB youth under the age of 18, except in extreme circumstances with the full knowledge of the BTB Coordinator and the youth's parents.