STEP UP After School Programs
Dress Code & Code of Conduct – STAFF

**Dress Code:** All team members are expected to dress professionally, wear clothing that is neat, clean and represents you as a team member. In addition to wearing the Pacific/Step-Up gear all staff is expected to follow the school dress code including:

- Remove all hats and bandanas. Hats are ok during summer only for outside use but are prohibited inside.
- Wear shirts and blouses that cover the midriff, shoulders and chest
- Wear pants that are pulled up to the waist
- Shirts and jackets should not have gang colors, alcohol or tobacco advertising
- No tank tops or spaghetti straps type shirts
- No torn jeans allowed
- Shorts are not allowed unless they are of Bermuda or Capri length
- Skirts should be arm’s length
- Wear closed toe shoes—no flip flops or open toe shoes are allowed
- No mini skirts, No tube tops, and No showing of undergarments
- Wear Pacific vest or Step-Up vest with name tag OR wear Pacific polo shirt/Pacific gear/STEP UP gear with name tag at all times while you are in the After School Program
- Adhere to Spirit Fridays. Wear orange polo shirts or vest every Fridays.

**Code of Conduct:** Adults and older youth team members play a key role in fostering the social development of SUSD students.

- Will maintain confidentiality with personally identifiable information about parent, staff members, students or school faculty
- Will participate in weekly staff meetings
- Will provide support to all students
- Will work to help students develop a sense of self
- Will respect each student, including the right to privacy and their Family Educational Rights and Privacy Act (FERPA) rights
- Will not engage in any behavior with students that constitutes verbal, emotional or physical abuse
- Will not engage in behavior, language or tone of voice that is personally threatening or demeaning
- Will not engage in sexually harassing behavior
- Will report any illegal activities on the part of the staff or students
- Will report suspected instances of neglect or abuse in a timely manner
- Will always assure that students are attended with an No Child Left Behind (NCLB) compliant staff
- Will work to provide a safe environment for the students in the after school program
- Do not bring food or drinks on campus
- All handheld electronic equipment is turned off and stored away while on campus
- Never chew gum while on campus
- No horseplay with students or other team members
- Will maintain a professional relationship with other tutors, students and staff
- Will follow proper *Complaint Procedures* (table shown on next page)
Attendance: As a staff you are also expected to follow the following:

Call-Ins:
- **Call-ins:** Will show up on time or call your facilitator AND the Jacoby Center office if you are going to be late or absent. If you are going to be absent call before 10am, if you are running late call as soon as possible. You will get 3 excused absences throughout the semester. The third absence will result in a verbal warning. Any additional unexcused absences may lead to disciplinary actions and consequently termination. Three unexcused tardies will be equivalent to an absence.

Absences:
- Three consecutive absences without notification will be labeled as “No Show” and are subject to employee termination.
  - **Excused Absences**
    - Funerals
    - Family deaths or emergencies
    - Dr. notes for leave due to sickness
  - **Unexcused Absences**
    - Call-ins after 10 am
    - No shows
    - Car problems
    - Family obligations or sicknesses
    - Other job obligations
    - Last minute Dr. appointments or study dates

On-site sign-ins:
- Will sign in immediately upon arrival and sign out at end of the day. Failure to do so may cause in a reduction of hours for that day and or an excuse absence.
- Will let facilitator and supervisor know if an emergency arises and you need to leave early for the day.

Request Time Off (RTO)
- Will submit a Request Time Off (RTO) two weeks prior to requesting day(s) to Jacoby Center if staff is requesting a day off. Staff will be notified by email on RTO status. After School Program staff will also need to submit a planned approved schedule of activities for the day(s) it’s being requested.
- Staff will need to RTO for:
  - Doctor’s appointments
  - Study dates
  - Vacations
  - Personal reasons
  - Other reasons not listed
Payroll Procedures: In order to assure timely and accurate payroll distribution, all staff will submit two forms of payroll documents on their designated due dates. The first document is called a Web Tim Entry and the second is called a Tracking Sheet.

Payroll:
- The **Web Time Entry** is filled out online through inside Pacific website. Please follow the “Accessing Inside Pacific” and five-minute power point presentation for how to submit this.
- All **Tracking Sheets** should be mailed to jacobycenter@pacific.edu on their designated due dates. All tracking sheets should have the name, pay period, hours and activity codes that represents the school you worked at.
- Failure to submit web time entry document may result in not receiving a pay check on time, a letter of corrective action and continuous occurrences can lead to termination.
- When Web Time Entries are not submitted by their due date, a yellow timesheet has to be completed in the Jacoby Center office. Yellow timesheets are considered late and will not be paid till the following pay period.
- Adhere to payroll calendar for due dates and pay dates

Schedule and Planning Sheets: All staff will be expected to plan an hour of academic activities, a spark activity and an enrichment activity

- Will submit a copy of an approved planning schedule via email or fax to Jacoby Center on the following week’s activities. An approved planning schedule is one that has 3 daily activities; academic hour, SPARK and enrichment. An approved planning schedule has also been reviewed by the Program Facilitator and includes the Facilitator’s initials indicating it’s been approved.
- Maintain completion of schedules 2 weeks in advance throughout the entire school year.
- Will submit a completed approved Schedule for planned RTOs
Harold S. Jacoby Center for Public Service and Civic Leadership

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2015-2016 Academic Year

I have read the Dress Code and the Code of Conduct and understand these guidelines govern my expected behavior when working with the STEP UP After School Program or Jacoby Center Tutorials.

____________________________________  __________________
Signature                                      Date

____________________________________
Print Name