**STEP UP After School Programs & Tutoring 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 vest 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
- Shirts must be 1 ½ inches below shoulder
- Shorts and 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
- **After School Programs:** Wear Pacific vest or Step-Up vest with name tag **OR** wear Pacific polo shirt/Pacific gear with name tag at all times while you are in the After School Program
- **Tutoring Programs:** Wear Pacific gear with name tag while tutoring

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

- Will show up on time or call your facilitator **AND** the Jacoby Center office if you are going to be late and/or absent
- Will sign in upon arrival
- **After School Programs:** 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
- 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
- Will work to provide a safe environment for the students in the after school program
- Do not bring food or drinks on campus
- All cell phones are turned off or put on vibrate when on campus
- All handheld electronic equipment is turned off and stored while on campus
Harold S. Jacoby Center for Public Service and Civic Leadership

- 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 to the right)

**Attendance/Timesheets Procedures:**
All staff is expected to follow payroll process and procedures in order to not delay paycheck distribution. As a staff you are also expected to follow the following:

- Will show up on time or call your facilitator AND the Jacoby Center office if you are going to be late or absent. You will get 3 excuse absences throughout the semester. Your fourth absences will become a warning and your fifth may be termination. Three tardies will be equivalent to an absence.
- Upon date of hire staff will be expected to follow SUSD work schedule/calendar. If staff wants to request a day off the staff needs to submit a “Request for Time Off” form, also known as an RTO two weeks in advance to Project Coordinator. Staff will be notified by email on RTO status.
- Will sign in and sign out at precise arrival and exit times. Failure to do so may cause in a reduction of hours for that day and or an excuse absence.
- Will turn in timesheets on time in accord with the Payroll Calendar due dates. Failure to do may result in a letter of corrective action and continuous occurrences can lead to termination.
- Will turn in white tracking sheet and track times and school site
- Will let facilitator and supervisor know if an emergency arises and you need to leave early for the day.

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

**Complaint Procedures**
- School Related Incident
  - First Step - Talk with your Facilitator
  - Second Step - Talk with your site Coordinator
  - Third Step - Talk with Jacoby Center Staff (Arianna Yepez or Robert Botto)
  - Fourth Step - Talk with Dr. Roy Childs, Harold S. Jacoby Research Director
- Employee (payroll, timesheets, hours, schedule)
  - First Step - Talk with Arianna Yepez or Robert Botto
  - Second Step - Talk with Dr. Roy Childs, Harold S. Jacoby Research Director
  - Third Step - Talk with Dr. Dari Sylvester, Harold S. Jacoby Center Executive Director