



Boys & Girls Club of Valdosta, Inc.

**In Collaboration with Valdosta City Schools and
Lowndes County Schools**

21ST CENTURY COMMUNITY LEARNING CENTERS EMPLOYEE HANDBOOK

September 2019

TABLE OF CONTENTS

WELCOME TO THE BOYS & GIRLS CLUB.....	3
ABOUT THE BOYS & GIRLS CLUB.....	4
HOW TO USE THE 21 ST CCLC EMPLOYEE HANDBOOK.....	5
EQUAL EMPLOYMENT POLICY.....	6
RECRUITMENT POLICY.....	6
STUDENT ATTENDANCE.....	7
HIRING POLICY.....	7
BACKGROUND CHECKS.....	8
PRE-EMPLOYMENT DRUG TESTING.....	8
DRUG AND ALCOHOL POLICY.....	9
PROFESSIONAL DEVELOPMENT PLAN & EVALUATION PLAN.....	10
TRANSPORTATION POLICY.....	12
SIGN-IN/OUT POLICY.....	13
BEHAVIOR/DISCIPLINARY ACTION.....	14
EMERGENCY PREPAREDNESS PLAN.....	14
CHILD ABUSE/NEGLECT REPORTING POLICY.....	16
HARASSMENT POLICY.....	17
ACCEPTABLE USAGE/INTERNET/COMPUTER/ELECTRONIC COMMUNICATIONS POLICY.....	19
BOYS & GIRLS CLUB OF VALDOSTA CELLULAR PHONE/TEXTING AND DEVICE POLICY.....	22
WHISTLEBLOWER PROTECTION POLICY FRAUD/WASTE/ABUSE POLICY.....	23
EMPLOYEE HANDBOOK RECEIPT	26
CODE OF ETHICS (INCLUDING CONFLICT OF INTEREST).....	28
COMMUNICATION PLANS FOR PROJECT VISION, LEVEL UP, AND FOURCORE INITIATIVE).....	32

**WELCOME
TO THE
BOYS & GIRLS CLUBS OF VALDOSTA, INC.**

As a staff member of the Boys & Girls Clubs of Valdosta, Inc., LMS Project Vision, LEVEL UP, or Fourcore 21st CCLC initiatives, you are an important member of the Clubs' team, which includes the Board of Directors, Administrators and Volunteers who are dedicated to achieving excellence in program development and implementation. Your employment experience will be a positive one as you become familiar with the Clubs' policies and the role you will play in our shared "Commitment to Quality".

WELCOME TO THE BOYS & GIRLS CLUB OF VALDOSTA

We are pleased that you have become an employee of the Boys and Girls Club of Valdosta 21st CCLC LEVEL UP/Fourcore/Project Vision Program and hope you find your job both satisfying and rewarding. This Employee Handbook has been prepared to acquaint you with the program policies and benefits. It is intended for informational purposes only, and should not be construed as an employment contract or guarantee of continued employment. Please read it thoroughly and retain it for future reference. Management is committed to reviewing and improving program policy. Therefore, the information outlined in this handbook is subject to change from time to time. Please keep in mind that this handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of the policies and procedures described. For that reason, if you have any questions regarding information in this Employee Handbook, please ask your supervisor or the Chief Professional Officer for assistance. We wish you much success in your employment. We are proud of our 21st CCLC Program and hope you will join in our enthusiasm and spirit.

Note: In the process of drafting this Employee Handbook, we have avoided the use of specific gender pronouns whenever possible. However, where such avoidance would have led to awkward or cumbersome sentence structure, we have used the masculine pronoun. This use should be considered to refer to both genders and should not be considered discriminatory.

ABOUT THE BOYS & GIRLS CLUB OF VALDOSTA

Mission: To inspire and enable all young people to realize their full potential as moral, responsible, caring and productive citizens.

Boys and Girls Club Code:

I believe in God and the right to worship according to my own faith and religion

I believe in fair play, honesty and sportsmanship

I believe in my Boys and Girls Club, which stands for these things

The Boys & Girls Club of Valdosta was founded on January 22, 1944. Since that time the Club has touched the lives of thousands of young people in Valdosta and the surrounding communities. In 1956 the Club organized Little League Baseball and added a swimming pool. The Club membership grew rapidly and in 1961 additional property was purchased and the Girls Club moved into separate quarters. Over the years the Club has developed facilities and programs that meet the needs of our growing community.

In 1960 the Club obtained permission from the City of Valdosta to develop a baseball field at Sunset Park and later in Remerton. By the late 1970's the Club needed to expand once again. In 1979 ground breaking ceremonies were held at the 24 acre site now known at Lake Laurie Youth Sports Complex. Two additional facilities were added in Brooks County in 2003 to expand the outreach of the Club even further.

The purpose of the Boys and Girls Club of Valdosta is to promote the social, educational, health, leadership and character development of boys and girls during critical period of their growth. Club provides:

- *A safe place to learn and grow – The Positive Place for Kids*
- *Ongoing relationship with caring, adult professionals*
- *Life-enhancing programs and character development experiences*
- *Hope and opportunity.*

As a staff member of the Boys & Girls Clubs of Valdosta, Inc., you are an important member of the Clubs' team, which includes the Board of Directors, administrators and volunteers who are dedicated to achieving excellence in program development and implementation. Your employment experience will be a positive one as you become familiar with the Clubs' policies and the role you will play in our shared "Commitment to Quality."

*Brian Flemming
Chief Professional Officer*

HOW TO USE THE 21ST CCLC EMPLOYEE HANDBOOK

You are encouraged to read the staff handbook in its entirety so that you will become familiar with the 21st CCLC policies and procedures.

THE EMPLOYMENT RELATIONSHIP AND THE EMPLOYEE HANDBOOK

Neither this handbook nor any other Club/Program document, confers any contractual right, either express or implied, to remain in the Club/Program employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will. No supervisor or other representative of the Club/Program (except the Chief Executive Officer) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

BOYS & GIRLS CLUB OF VALDOSTA, INC. 21ST CCLC

I. PERSONNEL POLICIES

A. EQUAL EMPLOYMENT POLICY

The Club has consistently operated with a policy of equal treatment for all persons without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. We base our decisions on the principle of equal employment opportunity. This policy of Equal Employment Opportunity applies to all aspects of employment, including advertising, recruiting, interviewing, testing, training, transfer, compensation, promotion, termination, layoff, recall, employee benefits, social and recreational programs, and all other terms and conditions of employment. If you have questions or concerns regarding this policy they should be addressed to the Personnel Committee or Chair of the Board of Directors.

B. RECRUITMENT POLICY

Recruitment and Enrollment of Students

Membership ages range from Kindergarteners through 19 years old (attending High School). Registration for Reames and Waller Units can be done at the site.

1. Recruitment for the program is done in a number of ways. At the beginning of each school year, day teachers at city schools are asked to submit recommendations of students whom they feel could benefit from the academic reinforcement of the afterschool program. This includes students with special needs (who are recommended by a teacher and/or school administrator, and/or a parent request is made; see Special Needs Policy for further information). Also included in the recruitment process are students enrolled in private schools within Lowndes County. Private school administrators are contacted by letter and their parents and students are given the opportunity for further consultation on the 21st CCLC services that are provided. It is then determined by the school and LEVEL UP/Fourcore staff as to whether those students can be served by this program.
2. Students who have been involved in LEVEL UP/Fourcore in past years are also offered slots so that their progress can be tracked throughout the years of the initiative and beyond. Applications are then sent to parents or guardians with a specific deadline for returning.
3. In some cases, parents or guardians contact the B & G Club or school staff members directly if they are interested in their child attending the program. These students are also considered for enrollment and sent an application. If there are no slots available, they are placed on the waiting list. The Site Directors also tries to include siblings of students who are enrolled in the program, if they meet the enrollment criteria.
4. Publicity is provided by the School/Community Relations Director, and school system staff members are informed about the program and the recommendation

process. Information is also published in the local newspaper, on the B & G Club and school system website.

5. The LEVEL UP/Fourcore program does not prohibit students from attending if they have an IEP or are determined to have special needs. Referrals may be made by the student's day teacher, or Special Education department staff member. It will be determined by a student's regular day teacher, the afterschool teacher, and the Site Director as to whether the student can be served by the afterschool program. If it is determined that the program may benefit a student with special needs, contact with parents will be made and a plan will be set up to indicate how the student can best be served. Accommodations during out-of-school hours will include pull-out (individual or small group) tutoring, homework assistance, and test preparation.
6. ESOL/ELL/LEP students may also be served by the LEVEL UP/Fourcore program after school and during the summer. Appropriate accommodations are made for these students, including pull-out (individual or small group) tutoring, homework assistance, and test preparation.

There will be a maximum enrollment of 210 at the Reames Center and 300 at the Waller Unit. A waiting list will be started once the maximum has been reached at the site.

Student Attendance

Research shows that strong member attendance is a critical component in ensuring a student's overall success in school as well as in afterschool program environments. Regular attendance is necessary for creating great and varying experiences at the Boys & Girls Club of Valdosta. Therefore, **we ask that each student commit to attending at least three days per week** whenever possible. The front desk clerk or unit director will make a follow-up call to the parents of a child who has missed eight consecutive days of the program. If attendance is not consistent and the Site Director has determined that the absences are unexcused, a warning letter will be sent to the child's parent/guardian. If the unexplained or unexcused absences continue after that, a withdrawal letter will be sent to the parent/guardian and the child's slot will be filled from the waiting list.

F. HIRING POLICY

1. Responsibility for Hiring Staff

The Corporate Board of Directors (The Board), with the advice of its Personnel Committee, hires, discharges, and fixes the compensation of the Chief Executive Officer, whose qualifications and experience are such that he/she can administer the total program and activities of the Boys & Girls Clubs of Valdosta, Inc. Other full-time professional staff members, program workers, maintenance and clerical personnel are employed and discharged by the Chief Executive Officer with the advice and consent of the Personnel Committee. The 21st CCLC Program Director and Club C.E.O., with guidance from the Georgia Department of Education, determine the compensation of all 21st CCLC employees.

2. Selection of Personnel

Applications for employment and/or vacant positions will be received and reviewed by the Chief Executive Officer. In filling a 21st CCLC vacancy, the Organization will give consideration to promotion of qualified employees within the Club and will notify all employees of the vacancy. Recruitment is in accordance with generally accepted ethical practices and, when appropriate, utilizes Boys & Girls Club of Valdosta of America Placement Services and other recognized organizations, agencies and professional groups. The Club will provide to each 21st CCLC applicant a copy of the job description and other pertinent facts, which may have a direct bearing on the position. In the course of evaluating the candidate, references, including those from previous employers, will be obtained and filed in the candidate's file. All information obtained during the recruitment process shall be kept confidential. Letters of appointment, as well as letters regarding change in assignment, are to be acknowledged by the employee in writing, with such acknowledgements being filed in the individual's personnel record.

3. Qualifications for Employment

The hiring, assignment and promotion of employees shall be based on qualifications.

4. Physical Examination

New employees may be required to complete a health statement and submit to a pre-employment physical examination after an offer of employment has been made.

5. Background Checks

Background checks are obtained prior to employment. All candidates for 21st CCLC employment and volunteer positions must sign a permission form allowing the Boys & Girls Club of Valdosta to conduct an annual national background investigation. The Boys & Girls Club of Valdosta reserves the right to perform a thorough background investigation on any of its volunteers annually or at any time deemed necessary, and take action based upon information obtained. If a potential employee has a felony conviction, they cannot be hired by 21st CCLC. If a potential employee has a criminal background but the offense is not a felony, the Program Director, C.E.O., and Site Director will determine whether or not the employee can be hired based on the infraction. This will be done on a case-by-case basis.

6. Nepotism

The Boys & Girls Club of Valdosta does not prohibit the employment of more than one family member working at the same facility or in the same program. However, one family member may not directly supervise another family member.

PRE-EMPLOYMENT DRUG TESTING—Valdosta Boys and Girls Club Policy

The Valdosta Boys and Girls Club considers pre-employment drug testing a necessary step in hiring qualified employees. Any applicant who tests positive for non-prescribed drugs will not be offered employment. This also applies to all 21st CCLC employees.

E. DRUG AND ALCOHOL POLICY

Increased use of alcohol and drugs in the work place has become an extremely serious problem. Such use results in poor productivity for the Club and may be harmful to the health and welfare of employees. The Club is committed to reducing problems connected with alcohol and drug use in the work place. Therefore, the following policy is enforced and applies to all employees of the Club.

1. BASIC POLICY

Alcohol or drug use will not be tolerated at any time on Club property nor while operating Club equipment, including operating vehicles on and off Club property. This includes consumption, possession, use, purchase, sale, or being under the influence of alcohol or drugs. The penalty for violation of this policy is discharge for the first offense.

2. Methods of Enforcement

Various screening, testing, and security measures are used as methods of enforcement, including random sampling. Other methods may include searches, use of trained dogs, surveillance, questioning, blood testing and urinalysis. Employees who are found to have alcohol or drugs in their systems, in excess of minimum legal limits, will be considered to be under the influence of alcohol or drugs, and will be discharged. Any employee who refuses testing will be discharged.

Other than random testing screens, individual employees will usually only be searched, tested, or screened under the following conditions:

1. Where the Club has reason to believe that the employee is engaging in alcohol or drug induced behavior. Examples include, but are not limited to, slurred speech, staggering, disruptive conduct, absenteeism, unsatisfactory work performance, accidents, near miss accidents, and unexplained behavioral changes.

and/or

Where the behavior described in (1) is observed by a supervisor.

Or

2. Where the employee is involved in an accident or occurrence which results in an injury or circumstances which could have resulted in an accident or injury.

or

At hiring time, when all new hires will be required to pass a pre-employment drug screening test as a condition of employment. In addition to testing, searching, or screening of individuals, the Club may require that all employees, as a group, submit to testing and security measures. The time for testing will not be announced in advance, and all employees will be required to participate. Refusal to participate in testing may result in immediate discharge.

Professional Development Plan and Evaluation Plan **2019-20**

- **Purpose**

The purpose of the Professional Development Plan is to guide the LEVEL UP/ Fourcore/Project Vision Initiative 21st CCLC Afterschool Program in developing professional development opportunities leading to enriched and improved learning experiences for students. It is hoped that these opportunities for staff members will not only aid in the achievement of benchmarks as set forth in the grant initiative, but will also prove to be timely and worthwhile for all students involved in the program.

- **Goals**

1. To serve students, grades K-12, at the LMS, Waller, and Reames Centers.
2. To provide a safe, secure environment for these students.
3. To provide at least two hours daily of academic training (Reading, English/Language Arts, Math, Science, Social Studies) to these students.
4. To provide at least 45 minutes daily of Enrichment/Recreation to these students.
5. To increase students' knowledge of basic Math, Reading/Language Arts/English, Social Studies, and Science skills and comprehension in accordance with the curriculum and methods used during regular school hours, and to aid with homework and studying for tests.
6. To achieve benchmark progress as listed in grant initiative.
7. To strive for improvement in students' attendance, behavior, and attitudes by better preparing them for the day classroom.
8. To better prepare afterschool teachers, youth development professionals, and administrative staff members the best methods available to reinforce the skills the students require to achieve the benchmarks in standardized test scores, promotion rates, and grade point averages.

Assessment

1. Surveys are distributed to each staff member at the beginning of the program each year. They are asked to make suggestions on subjects to cover during staff development sessions, and are also asked how this knowledge can be applied to the afterschool program as well as the day school. Additionally, they are asked about how better communication between day school teachers and afterschool teachers can be obtained.
2. Staff members are also surveyed as to methods of engaging families in the afterschool process and in support at home for their children.
3. Teachers are sent Progress Tracking Forms twice a year (or as needed) to report specific student progress or needs to the Site Director. They are also given reporting methods for lack of progress, decline, lack of participation, etc.
4. Communication between regular day teachers and afterschool teachers is imperative. Day teachers are asked to make recommendations at the beginning of each school year of students whom they feel will benefit from the program. Throughout the year, communication between the Site Directors, day teachers, and afterschool teachers is maintained to ensure that students are getting help in the right areas in the afterschool hours.
5. **EVALUATION**: The Site Director and the Program Director are actively observing each classroom and assessing teaching methods, student response, etc. Informal observation forms are utilized for this purpose. This results in formal staff evaluations at the mid-year point (January) and at the end of the school year (May.) The Site Director receives mid-year and end-of-the-year evaluations from the Program Director; The Program Director receives an annual evaluation from the Chief Executive Officer. (Attached in Appendix)
6. Students, parents, and staff members are surveyed by the outside evaluator at the end of the year as to their experience with the afterschool program, and suggestions on how to improve for the coming year. The evaluator also conducts interviews with students, family members, school administrators, and members of the Advisory Team near the end of the school year.
7. Student progress can be measured by standardized test scores, promotion rates, and grade point averages, and also by attendance, behavior, and discipline records.

Plans for Coming Year

1. Staff Orientation-introduce staff to 21st CCLC policies, goals, objectives, timesheets, and other pertinent information. Inform members of 2019-20 Evaluation Report. Conduct Staff Survey to determine what Staff Development Programs are suggested.

2. Conferences and Workshops: Mandatory Training conducted by GaDOE for grantees, July 2019; Region Brown Bag Sessions by GaDOE (TBA); National Youth-at-Risk Conference, Savannah, March 2020; and 21st CCLC Summer Institute 2020 (TBD).
3. Sharing of information from conferences and workshops with staff members.
4. Training as required for school system and/or Boys and Girls Club employees, including Safety Plan, Child Abuse, Sexual Harassment, Mandated Reporting, Ethics, Internet Usage and Safety.
5. Training as deemed necessary for introduction of new curriculum and/or materials to be used during afterschool hours (ex: STRIDE Academy.)
6. Training on Georgia Milestones assessment process.

Transportation Policy for Waller and Reames Units

The Boys & Girls Club of Valdosta follows the Valdosta City Schools Transportation manuals located on the Valdosta City Schools website. Only students enrolled in the Valdosta City School System may ride the bus. Parents may ride in the capacity of chaperones on field trips if authorized to do so by Valdosta City Schools and the Boys & Girls Club of Valdosta. Parents must call the Club no less than an hour prior to bus departure if a child is normally provided bus transportation but the parent wishes to pick the child up that day. The parent should ask to speak directly to the site coordinator at (229) 242-0676.

Departure Time: Monday – Friday 6:45 pm

If a parent or guardian is not at home when an attempt to drop off a child is made, the child will remain on the bus for the duration of the route. If no one is still at the residence once they return for the second time, the bus driver will take the child back to the Boys & Girls Club.

Transportation Rules

1. Students must not put their hands, arms or legs outside the bus when the bus is in motion or stopped for loading and unloading.
2. Bus drivers will not let pupils off the bus under any circumstances while traveling to and from school.
3. A driver will not permit a student to get on or off the bus while the vehicle is in motion.
4. A driver will not permit pupils to ride on any part of the bus except inside the passenger compartment.
5. A driver will not permit a student to take a large musical instrument or school project on the bus unless the student can hold the item on his/her lap. Instruments and other items may not take up space needed for student seating and may not block the aisle or exits.
6. The driver will not permit smoking, drinking, eating, or chewing gum on the bus.

7. Students should be encouraged not to push while loading and to use the handrail to maintain their balance.
8. Students should stay quietly in their seats until the bus comes to a complete stop to avoid possible injuries, which may result from moving around inside the bus while the vehicle is in motion.
9. The driver should not move the bus if students are standing forward of the white line or in the stepwell.
10. Students are expected to sit three per seat if needed. A standing load of 20% over the seating capacity is permitted.
11. If students must stand, they should face forward or sideways and hold onto the seats.
12. Drivers must not permit students to use the rear emergency exit for routine loading and unloading.
13. Students should keep their arms and legs out of the aisle.
14. Students will maintain a low noise level. The bus driver needs to be able to hear while driving.
15. Students shall not cause or attempt to cause physical injury, threaten bodily harm, or behave in such a way as could reasonably cause physical injury to a school employee or other students.
16. Students shall not cause or attempt to cause damage to buses or school property. Cost of any damages will be payable by the student and parent.
17. Use or possession of alcoholic beverages, drugs, weapons or other objects (even toys), which can endanger fellow passengers, is forbidden.
18. Students should show respect for other students and the driver at all times.
19. Students should be at bus stop on time, load quickly and in an orderly manner, and move away from bus stop after unloading.
20. Abusive or obscene language will not be tolerated! Bus drivers are to report any student who uses curse words.

Transportation Discipline Action:

- 1st offense: Parent Conference
- 2nd offense: 1-3 days removal from bus
- 3rd offense: 3-5 days removal from bus
- 4th offense: 5-10 days removal from bus
- 5th offense: Indefinite bus suspension may occur

In cases of severe incidents, some bus discipline reports will warrant a bus suspension on the first offense.

Sign In/Out Policy

Children participating in the program will be required to sign in and out each day after they arrive from the buses. Daily attendance will be taken during the first 15 minutes of the program. When picking children up, parents must sign them out and/or provide written instructions if someone other than the parent is authorized to pick up their child.

Students 18 or over may sign themselves out.

Behavior/Disciplinary Action

Violation of facility policies, rules and regulations will **not** be tolerated. The following methods of punishment will be used:

- 1st infraction—verbal warning
- 2nd infraction—written citation, sent to parent/guardian.
- 3rd infraction--Suspension from certain activities or programs; restriction of movement throughout facility.
- 4th infraction--Suspension from the program.

The Site Director will determine the severity of an infraction and whether immediate action should be taken. The personnel at the Boys & Girls Club provide a safe, enjoyable place for fun. The purpose in discipline is not to hurt, but to help members and protect the rights of others. Parents are encouraged to visit the facility at any time and observe the staff. If parents have a complaint or concern, they are encouraged to speak with the staff.

EMERGENCY PREPAREDNESS PLAN—SECTION I

Weapons, Violent Incidents/Threats, Intruder, Lockdown

Prompt attention, immediate and thorough investigation, and accountability will be used in responding to reports that pose a threat at the Reames Level Up, Waller Fourscore, or LMS Project Vision sites during the afterschool or summer program. Any report that a person has a weapon of any type will be immediately reported to the police. This also applies to:

- Students, intruders, or staff members who are making violent threats or demonstrating violent behavior
- Students, intruders, or staff members who have weapons of any type

1. Warning

- a. Call 911 for law enforcement assistance.
Provide any available assistance regarding the suspect(s) description, location, and type(s) of weapons, if any. (See Code Levels 1, 2, 3)

2. Response

- a. Site Director/Person-in-Charge should notify staff by use of codes for lockdown or evacuation. The Site Director/Person-in-Charge will determine the next steps for staff and students.
- b. Staff members should not attempt to confront or disarm anyone in possession of a weapon. This is the responsibility of law enforcement.

Lockdown Procedure:

- Lockdown will be called over the intercom.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows unless ordered to do so by a Site Coordinator or BGCV Administrator.
- Turn off all lights, and close the blinds or curtains.

- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom.
- Students should remain quiet.
- Silence televisions, cell phones and other electronics.
- Account for every student in the room.
- Assist those with special needs.
- Remain indoors and under lockdown until you receive an “all clear” from authorized personnel.

EMERGENCY PREPAREDNESS PLAN—SECTION II

Fire or Bomb Threat

A fire may originate within a building or threaten from the outside. Internal fires can result from a variety of causes and precautions must be administered to contain the fire and evacuate students and staff from the building as soon as possible. It is important to have drills during the afterschool hours as students may be in a different location during these hours and should know the evacuation procedures for that location.

1. Warning

- a. Every building is required to have a fire alarm system. This alarm sound should be distinctive from other warning signals.
- b. Upon receiving word of an internal or external fire, the person-in-charge should alert office personnel to sound the fire alarm. This will begin the evacuation process.

2. Response

- a. Emergency personnel should be notified as soon as possible.
- b. Students and staff should begin orderly but swift evacuation by the pre-determined routes. Staff members should take their roll books with them.
- c. Classes should go to their designated place and teachers should take roll immediately to ensure all students are present.
- d. Site Director or person-in-charge remains with emergency personnel. If students cannot return to the building, procedures will begin for calling parents to inform them of the situation. Buses should also be called to take children home. All students must be signed out if picked up by family members. All students riding buses should be listed and accounted for by staff members.
- e. When it is safe for students to return to the building, the Site Director or person-in-charge should announce the pre-determined verbal signal for students and staff to return.
- f. If the fire is in surrounding woods or fields, and threatening the building, students should be evacuated to a safe distance from the impending fire. This may include crossing the road.

Bomb or Bomb Threat Response

- a. Immediately contact the School Police and/or Local Police.
- b. If evacuation is ordered, an announcement will be made indicating all personnel and

students move to the predetermined assembly point at least 1,000 feet away from the building using predetermined routes and exits. (**NOTE:** Site Director or person-in-charge must re-direct classes if the predetermined routes pass near the alleged location of the bomb or device). Assembly point for Waller and Reames units is the Valdosta Police Department and for the LMS site it is the fields in front and behind the school.

- c. Law enforcement will ensure that all personnel and students have left the building.
- d. Use classroom telephones (where available), bullhorns or adult runners to communicate and confirm that the building has been cleared. **DO NOT USE WALKIE-TALKIES OR CELLULAR PHONES** since radio transmissions may cause detonation of electric blasting caps in certain types of bombs. **HOWEVER**, walkie-talkies may be used outside for outside-to-outside communication.
- e. Staff members should account for all students by checking roll in the assembly area(s).
- f. All personnel and students must remain in the assembly area until the “all clear” signal is sent.

(Building layout and escape plans are at each site)

EMERGENCY PREPAREDNESS PLAN—SECTION III

Tornado

1. Warning

- a. The notification will be made by the National Weather Service. If threatening weather is approaching, the Site Director/Person-in-Charge will monitor the situation closely. If a “Tornado Warning” is issued, this means that a tornado has been sighted in the area and protective measures should be taken immediately. Emergency personnel should be contacted at this time.
- b. If a warning is issued, the person-in-charge should sound the alarm (pre-determined signal) and instruct staff to proceed to pre-determined areas of the building. These areas should be interior rooms, hallways, lowest floors away from glass.
- c. Students should take personal belongings which may provide extra protection (large books, backpacks, coats to hold over head and shoulders.) Staff members should take roll books and ensure that each student is present at the location.
- d. When students get to location, they should sit down on the floor, head down with hands locked at the back of the neck.
- e. Staff members should supervise the students but should also take safety precautions themselves.
- f. If the warning is lifted without incident, the person-in-charge should give an announced signal that students and staff may proceed back to their classrooms.

A minimum of three safety drills are required each semester during the afterschool hours.

CHILD ABUSE / NEGLECT REPORTING POLICY

All Boys & Girls Club of Valdosta employees are required to take a mandated reporter training course. Club employees and volunteers are required by law to report all suspected cases of child abuse and neglect immediately to their direct supervisor or any BGCV senior staff. Child abuse and neglect is any act of omission or commission that endangers or impairs a child's physical or emotional health and development. The act of inflicting abuse (physical, sexual, verbal, or other), or allowing abuse to result, rather than the degree of abuse, is the determinant for intervention.

-All staff and volunteers shall receive ongoing training on the following:

- a. Child abuse/neglect indicators as it relates to family, staff, volunteers or other club members.
- b. Appropriate discipline and supervision of members.
- c. Maintaining proper behavior when alone with a member.

HARASSMENT POLICY

It is the policy of the Boys and Girls Club of Valdosta, Inc. that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. Such forms of harassment or retaliation are not productive and constitute discrimination under various state and federal laws, and will not be tolerated by the Club.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, sexual orientation, national origin, age or disability, or that of his/her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

Examples of harassing conduct include, but are not limited to, the following:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older),

disability or genetic information and that is placed on walls, bulletin boards, or elsewhere on Club premises, or circulated in the workplace.

Similarly, sexual harassment involves:

1. Making, as a condition of employment, unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature;
2. Making submission to or rejection of such conduct the basis for employment decisions; or
3. Creating an intimidating, offensive, or hostile work environment by such conduct.

The following are examples of sexual harassment:

1. Verbal - sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions;
2. Nonverbal - making suggestive or insulting noises, leering, whistling, or making obscene gestures;
3. Physical - touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Any employee who feels that he or she has suffered any form of harassment or retaliation must immediately report the alleged conduct to his or her supervisor or manager so that a confidential investigation of the complaint can be undertaken. Alternatively, the employee may report the alleged conduct to the Chief Professional Officer and/or Chairman of the Board of Directors. Further, any employee who observes conduct by another employee which he or she believes to be harassing, retaliatory, or discriminatory must report such conduct as outlined above. All complaints of harassment will be treated confidentially to the extent possible and will be investigated promptly and thoroughly.

Any individual found by the Club to have harassed another employee will be subject to appropriate disciplinary action ranging from a written warning in his or her file up to and including termination. Retaliation or discrimination against an employee for making a good faith report or complaint about harassment is prohibited and will result in disciplinary action up to and including termination. If an employee believes he or she is being harassed or retaliated against for having made good faith complaint of discrimination or harassment, the employee must report such retaliation to the Club immediately.

We trust that employees will continue to act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

Complaint Resolution Procedure

Misunderstandings or conflicts can arise in any organization. It has always been the Club's desire to assure effective working relations by resolving matters of this type as quickly as possible. Our "Open Door Policy" which extends through the Chief Executive Officer, has been established to resolve most employee concerns before they escalate into problems. However, should it become necessary to formally bring a situation to the attention of the Club, please follow the procedures listed below:

Step One

Discussion of the problem with your Supervisor is expected as a first step.

Step Two

If the problem is not resolved after discussing it with your supervisor, or if it is felt that a discussion with the supervisor is inappropriate, prepare a signed written statement and file with the Chief Executive Officer.

Step Three

If after completing the above steps you are not satisfied, you may pursue the issue further. You may request a review by a resolution committee. The committee will be chaired by the Chief Executive Officer or his designated representative, and will consist of the Personnel Supervisor and a different supervisor. The committee, after an investigation of the facts, will make a decision. Decisions of the committee are final in all cases not involving termination.

:

ACCEPTABLE USAGE/INTERNET/COMPUTER / ELECTRONIC COMMUNICATIONS POLICY

The Club's Electronic Communication Systems are to be used for conducting Club business only as set forth below. Violation of this policy may result in disciplinary action up to and including termination.

- A. The e-mail and internet systems and all information transmitted by, received from, or stored in those systems are the property of the Boys & Girls Club of Valdosta.
- B. Employees have no expectations of privacy in connection with the use of those systems or with the transmission, receipt, or storage of information in those systems.
- C. The Club reserves, and will exercise, the right to review, audit, intercept, access and disclose all matters on the Club's computer, e-mail, and internet systems at any time, with or without notice and that such access may occur during, before or after working hours. The Club may purge files at any time, without notice.
- D. The use of a Club provided password or code does not restrict the right to access any of the Electronic Communication Systems.

- E. Employees agree not to use a code, access a file, or retrieve stored communications unless authorized. These systems are to be used for business purposes. While personal use is not prohibited, personal use is limited to break times or non-working hours.
- F. Personal use of the Electronic Communication Systems, including e-mail and the internet, is subject to the same review, audit, interception, access and disclosure provisions described above.
- G. Any communication made while an employee is online will be presumed to be attributable to the Club.
- H. Employees shall be aware that there are potential copyright violations for downloading and printing from the internet and that they shall not violate the law by unauthorized use of such material.
- I. Use of the Electronic Communications Systems for the procurement or distribution of material and information that are pornographic, threatening, harassing, obscene, defamatory, illegal or unethical will result in immediate termination.
- J. Employees must not access or use any of the social media sites during working time. Social media sites are those such as Facebook, MySpace, Twitter, YouTube and Linked In, as well as personal web sites, podcasts, wikis and blogs
- K. Employees must be respectful in all social media communications. Employees should not use obscenities, profanity, or vulgar language, nor may they engage in threatening behavior online or make defamatory statements.
- L. Employees may not comment through social media in any manner that conveys an impression that he or she is acting as a representative or spokesperson for the Club. Any exception to this requirement must be in writing from an appropriate member of management.
- M. Employees must not use the social media sites to disparage the services, employees or members of the Club.
- N. Employees must not use social media to disclose any confidential or proprietary information of the Club, its employees or members, including but not limited to confidential personnel and financial information. This does not include any information whose disclosure is considered protected by any statute or law.
- O. Employees must not use social media to harass, threaten or intimidate other employees. Behaviors that are prohibited include, but are not limited to, comments that are derogatory as to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or

older), disability or genetic information, or any other protected status, or any sexually suggestive, humiliating, or demeaning comments. In addition, threats or bullying comments (such as threats to stalk, haze or physically injure another employee) are prohibited as well.

- P. Employees must not use social media to discuss engaging in conduct that is prohibited by policies, including but not limited to the improper or illegal use of drugs or alcohol, or any harassing, discriminatory or retaliatory behavior that might violate the Club's policy against harassment and discrimination.
- Q. Employees must not post pictures or videos of supervisors, managers, or other employees, or of members on a web site or other social media venue without first obtaining written permission from the person or entity whose picture or video is being used.
- R. Employees should be aware that pictures, videos and comments posted on social media sites are often available for viewing by third parties and could be considered detrimental to The Club, our employees and members. Therefore, in addition to the other requirements of this policy, employees must review their privacy settings on the various social media sites they use, and make any adjustment to those settings or edit the content of those sites in order to be in full compliance with this policy.
- S. Employees must comply with any applicable federal or state trademark, copyright, trade secret or other intellectual property laws. The use of the Boys & Girls Club, Inc.'s name, logo or any copyrighted material is not allowed without prior written permission of your supervisor or another appropriate member of management.

IV. Boys & Girls Club of Valdosta Cellular Phone/Texting and Electronic Device Policy

The Club's Cellular Phones are to be used for conducting Club business only. Employees must follow the rules set forth below:

- A. Cell phones that are given to employees are for business purposes only and are restricted from personal use.
- B. There will be absolutely no privacy in connection with any Club phone. The Club has the right to listen in, interrupt and/or review any sent/received calls and/or numbers stored in the contacts.
- C. The Club reserves, and will exercise the right to review monthly billing statements which list call times and dates for which Club phones have been utilized. The Club reserves the right to retrieve its phone at any time, without notice. Furthermore, the club reserves the right to call any number used on the

phone to confirm that any phone calls listed on the monthly billing statement was in fact a call to conduct Club business.

- D. Employees shall not use Club phones during the operation of any motor vehicle and will be solely responsible for all liabilities that result from such actions.
- E. If a cell phone's monthly planned minutes are exceeded, a written explanation will need to be submitted to the Administrative Office.
- F. Each staff member assigned a phone will be responsible to safeguard said phone. The staff member to whom the phone was assigned will be responsible for repair or replacement if there is any damage to the phone which falls outside of ordinary wear and tear.
- G. While at work employees are expected to exercise the same discretion in using personal cellular phones and devices as is expected for the use of company phones. Excessive personal calls or texting during the work day, regardless of the phone used, can interfere with safety and employee productivity and be distracting to others. Employees are encouraged to make personal calls and/or send texts on non-work time where possible and to ensure that friends and family members are aware of the policy.
- H. The Club is not responsible for the loss of personal cellular phones brought into the workplace.
- I. Employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones and devices at all times.
- J. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving – use of a cell phone or device while driving is illegal in Georgia. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or use hands-free operations, refrain from discussion of complicated or emotional matters and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Texting while driving may be grounds for immediate discharge from employment.
- K. Employees who are charged with traffic violations resulting from the use of their phone or electronic device while driving will be solely responsible for all liabilities that result from such actions.

Whistleblower Protection Policy

Fraud/Waste/Abuse Policy

Boys & Girls Club of Valdosta, Inc.

LEVEL UP/Fourcore/Project Vision Initiative 21st Century Community Learning Centers

The Whistleblower Protection Policy is being implemented at the Boys & Girls Club of Valdosta, Inc. to comply with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley). This provision in the legislation applies to all organizations, not just publicly traded ones.

At the Boys & Girls Club of Valdosta, Inc. any staff member, volunteer, parent or member/child who reports waste, fraud, or abuse will not be fired or otherwise retaliated against for making the report.

The report will be investigated and even if determined not to be waste, fraud, or abuse, the individual making the report will not be retaliated against. There will be no punishment for reporting problems – including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.

Fraud, Waste, Abuse Policy

Boys and Girls Club LEVEL UP/Fourcore/Project Vision Initiative employees and others should be mindful of the utilization and care of resources equipment purchased with 21st CCLC funds. Additionally, non-compliance with 21st CCLC policies (as set forth by the Georgia Department of Education and the Boys & Girls Club of Valdosta CCLC) should be reported as soon as possible. If an employee or other person witnesses fraud, waste, abuse, or theft of program funds and/or resources, or non-compliance with 21st CCLC policies and procedures, they should notify the Program Director within 24 hours of the incident. The Program Director will in turn notify the Superintendent. (Written documentation should be maintained.) If the fraud, waste, abuse, theft is related to equipment already in place, the Program Director should inform law enforcement officials of the description and serial item of the item. If the fraud, waste, abuse and/or non-compliance in question involves the Program Director, the Superintendent should be directly contacted in writing by the person who has knowledge of the incident(s) within 24 hours. In instances where it is determined that the Georgia Department of Education should be informed of the fraud, waste, and/or abuse of program funds and/or non-compliance, the contact information is as follows: Deirdre Smith, Program Manager, 21st Century Community Learning Centers School Improvement, Georgia Department of Education 1862 Twin Towers East, 205 Jesse Hill Drive, SE Atlanta, GA 30334 desmith@gadoe.k12.ga.us Office: (404) 232-1197 <http://www.gadoe.org>. There are several ways to make a report concerning this. They are as follows:

Investigation and follow-up on the report will be as follows:

- The Board of Directors will appoint a panel to investigate the complaint.
- The panel will provide the person filing a report with a summary of their findings.

- The Board of Directors and Program Director will take steps to deal with the issue addressed, including making operational or personnel changes.
- If warranted, the Board and/or Program Director will contact law enforcement to deal with any criminal activities.

The Whistleblower Protection Policy is being implemented at the Boys & Girls Club of Valdosta, Inc. to comply with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley). This provision in the legislation applies to all organizations, not just publicly traded ones.

At the Boys & Girls Club of Valdosta Inc. any staff member or volunteer who reports waste, fraud, abuse, or non-compliance the individual making the report will not be fired or otherwise retaliated against for making the report.

The report will be investigated and even if determined not to be waste, fraud, or abuse, the individual making the report will not be retaliated against. There will be no punishment for reporting problems – including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.

The ways to make a report of suspected waste, fraud, or abuse are:

- Contact the Chief Executive Officer or Chief Financial Officer of the Corporation
- Submit a written report.

The CEO/CFO/Board of Directors will then appoint a panel to investigate the complaint. The findings will be addressed by:

- Providing the person filing a report with a summary of our findings.
- Taking steps to deal with the issue addressed, including making operational or personnel changes.
- Contacting law enforcement to deal with any criminal activities, if warranted.

21ST CCLC LEVEL UP/FOURCORE/PROJECT VISION INITIATIVE PROGRAM EMPLOYEE HANDBOOK RECEIPT

Month & Day _____ Year _____

I hereby acknowledge receipt of the Boys & Girls Club of Valdosta 21ST CCLC LEVEL UP/Fourcore/Project Vision Initiative Employee Handbook. I know that it is very important that I read this book and become familiar with its contents as soon as possible. If I have any questions concerning what is meant by any of the handbook content, I will talk to the Human Resources Department.

I specifically acknowledge that I have read and understand the following policies:

A. Harassment Policy. Specifically, I acknowledge my understanding of the following:

1. I understand that I will be subject to discipline, up to and including the termination of my employment if I engage in conduct prohibited by this policy.
2. I understand the type of conduct and behavior that is prohibited by this policy.
3. I know how to and will immediately report violations of this policy to the Boys and Girls Club of Valdosta.

B. Electronic Communication Systems. I acknowledge that I have received and read and will abide by the Boys & Girls Club of Valdosta's policy concerning Electronic Communication Systems. I understand that the Club reserves, and will exercise the right to review, audit, intercept, access and disclose all matters on the Club's computer, e-mail, and internet systems at any time, with or without notice to me, and that such access may occur during, before or after working hours. The use of Facebook, My Space, Twitter or any other social networking website not specifically related to business as instructed by the Executive Director will result in disciplinary action up to and including discharge. This includes access to such sites on Club equipment or personal electronics during working hours. Violation of this policy may result in disciplinary action up to and including termination.

C. Cellular Phones. I acknowledge that I have received and understand the Club's Cellular Phones are to be used for conducting Club business only. I acknowledge that I have received and read and will abide by the Boys & Girls Club of Valdosta's policy concerning Cell Phone usage. I agree that if I am charged with a traffic violation involving the use of the company cell phone while driving, I am solely responsible for all liabilities that result from such actions.

D. Whistleblower/Fraud, Waste, Abuse Policy. I acknowledge that I have received and understand the Club's Whistleblower Policy.

In consideration of my employment, I agree to conform to the rules and regulations of the Boys & Girls Club 21st CCLC of Valdosta and further agree that my employment and compensation can be terminated at any time, with or without cause or notice, at the option of either the Boys & Girls Club 21st CCLC of Valdosta or myself. I understand that no representative of the Boys & Girls Club, other than the Chief Professional Officer, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing. Furthermore, I understand and agree that any such agreement entered into by the Chief Professional Officer will not be enforceable unless it is in writing.

I understand that this handbook is an overview of certain personnel policies related to my employment, and that any Boys & Girls Club 21st CCLC of Valdosta policies and procedures may be changed from time to time at the sole discretion of the Boys & Girls Club of Valdosta.

I understand and agree that this revised version of the Handbook supersedes all prior versions that have been issued by the Boys & Girls Club 21st CCLC of Valdosta.

Signature of Employee

Print Name

Code of Ethics

Boys & Girls Club Code of Ethics for Staff Members

The Boys & Girls Club of Valdosta expects all staff members to conduct themselves in a manner that exemplifies the highest standards of ethics and propriety in any endeavor or activity that could Level Up or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of the organization.

Recognizing that it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of The Boys & Girls Club of Valdosta and its mission, not as a comprehensive list of potential concerns.

Pledge of Personal and Professional Conduct

- **Integrity** – I will demonstrate the highest standards of individual conduct, personal accountability, integrity, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **Excellence** – I will strive to meet the highest standards of performance, quality, service and achievement.
- **Honesty** – I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation.
- **Diversity** – I will support diversity – promoting a working environment that embraces the similarities and differences all people bring to the organization.
- **Respect** – I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** – I will take responsibility for my actions and decisions and remain a careful steward of the funds and resources entrusted to me.
- **Compliance** – I will comply with The Boys & Girls Club of Valdosta's Code of Ethics, Employee Handbook, policies, procedures and all laws and regulations affecting the BGC.

Professional Practices

While the below “Pledge” outlines general principle guiding ethical conduct, the following points illustrate important applications that are relevant to everyday work. *The points below are not intended to be all-inclusive. Staff members are expected to utilize good judgment in maintaining the highest standards of ethics.*

I. Conflicts of Interest:

- I will not place my personal interest in conflict with the mission, purpose, vision, or interests of the Boys & Girls Club of Valdosta, and will avoid any conduct that may impair my judgment with respect to The Boys & Girls Club.
- I will not exploit or personally benefit from any donor or funding relationship, volunteer relationship, vendor relationship or organizational committee relationship.
- I will not use my position with the Boys & Girls Club to obtain special advantage or gain to myself, any person related to me or any other party.
- I will not make any payment or provide anything of value to any public official in exchange for or because of any official act performed or to be performed (that is, provide any bribe or unlawful gratuity to anyone).
- I will not ask for, accept from or give to any past, current or potential supplier, advisor, vendors, speakers, customer, competitor, or donor any payment, service, gift, or favor other than gifts of a value less than \$100 or that amount allowed by law unless explicitly approved by the board.
- I will reveal to the ethics officers, described below, any perceived, potential or actual conflicts of interest.

II. Assets, Financial Reporting and Transactions:

- I will do my part to ensure the Boys & Girls Club of Valdosta complies with prescribed accounting policies and procedures at all times.
- I will do my part to ensure that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization and documentation.
- I will not make false or misleading entries in any book, records or reports, invoices, timesheets, expense reports or aid others in doing so.
- I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted materials or other organizational resources for any unlawful, unethical, or inappropriate purpose.

III. Fundraising

- I will be truthful in communicating with others including donors and other contributors and will seek to provide factually correct, current and accurate information.
- I will be accurate and truthful in fundraising activities.

- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will honor our promises by using donated resources in the manner in which they were intended or transparently informing donors of any important alterations in the planned use of the funds.

IV. Professional Conduct:

- I will not exceed my limits of authority.
- I will treat fellow staff, volunteers, donors, vendors, the public we serve, and other stakeholders with fairness, honesty and respect. This includes refraining from gender, racial or other bias, or sexual or other harassment.
- I will adhere to all Boys & Girls Club policies related to behavior, conduct and contact with the youth served by the Boys & Girls Club.
- I will conduct myself in a professional manner at any Boys & Girls Club related function in which I might be considered a representative of the Boys & Girls Club.
- I will always uphold the law while working at the Boys & Girls Club. This includes for example, obeying all state and local laws governing nonprofits. I understand that drug use, fraud, theft, embezzlement, price-fixing, bid-rigging, or any other illicit activities are grounds for immediate termination and possible prosecution by public authorities.
- I will be alert for and report any conduct described above or any other conduct unbecoming to the Boys & Girls Club by other staff members.

V. Confidential and Proprietary Information:

- I will abide by the organization's records retention policy.
- I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my employment or affiliation with the Boys & Girls Club for the purpose of advancing and private interest or otherwise for personal gain.
- I will not unlawfully or improperly copy any material that has copyright or trademark protection.

VI. Political Activities:

- I will not use any organizational financial resources to improperly influence any political figure or candidate.
- I will not make – or create the appearance of making – any contributions to any candidate for public office or political committee on behalf of the Boys & Girls Club.

- I will not use – or create the appearance of using – any organizational financial resources to endorse or oppose a candidate for public office.
- I will clearly communicate that I am not acting on behalf of the organization, if identified as an official of the Boys and Girls Club of Valdosta, while engaging in political activities in an individual capacity.
- I will engage in personal political activities on my own time and at my own expense.

Reporting and Investigation

Conditions of Employment:

- Upon receipt of the Code of Ethics, each staff member will agree in writing to comply with the Code of Ethics.
- Compliance with the Code of Ethics is a condition of employment for each employee.

Questions and Reporting:

- If a staff member knows of a violation of the Code of Ethics, he/she will immediately report it to one of the ethics officers and should not engage in any fact-finding related to the violation.
- If a staff member is concerned that he/she may not be in compliance with the Code of Ethics, he/she will complete the appropriate disclosure statement, and the ethics officers will provide a written response.
- Any supervisor receiving such a report must immediately advise one of the organization's ethics officers.
- There will be no retaliation or intimidation for reporting of actual or possible violations of the Code of Ethics. Such reporting may be anonymous. If not anonymous, the identity of the reporting staff member will be kept confidential unless it must be revealed in order to fully enforce this Code of Ethics or comply with legal obligations.
- The Boys & Girls Club of Valdosta will promptly investigate all alleged Code of Ethics violations in a professional manner, report as necessary on the results of the investigation and will take whatever corrective action is required. Staff members are expected to cooperate in the investigation.

Disciplinary Action for Violations:

Disciplinary action may be taken for the following violation, and may include dismissal, when appropriate:

- Authorizing or directly participating in actions that violate the Code of Ethics.
- Concealing a violation of the Code of Ethics.
- Failing to detect or report a violation of the Code of Ethics, if such failure reflects inadequate supervision or lack of oversight.

- Refusing to cooperate in the investigation of a violation of the Code of Ethics.
- Retaliating, directly or indirectly, against an individual for reporting a violation of the Code of Ethics.
- Other Violations of law not outlined in this Code of Ethics but that may Level Up a staff member's job performance.

The Boys & Girls Club Code of Ethics Certificate

I acknowledge that I have received and read my personal copy of The Boys & Girls Club of Valdosta's Code of Ethics for Staff Members. I understand that I am responsible for adhering to the principles of the code of Ethics, and I confirm that I will conduct myself in accordance with the principles of the Code of Ethics. The certificate process is mandatory for all Boys and Girls Club staff members. I am in compliance with policy.

Printed Name

Signature

Date

Please sign and date this certificate and return it to:

Pam Sherman, 21st CCLC Program Director

Thank You!

**Fourcore/LEVEL UP/Project Vision Initiatives of
BOYS AND GIRLS CLUB, VALDOSTA
21ST CENTURY COMMUNITY LEARNING CENTERS
Communication Plan
2019-2020**

The Fourcore/LEVEL UP/Project Vision Initiatives of the 21st Century Community Learning Centers Program (21st CCLC) acknowledges the need for open and frequent communication with those affected by the program. This includes the Boys and Girls Club Board of Directors, Valdosta City Board of Education and Lowndes County Board of Education(co-applicants), School Superintendents, 21st CCLC Advisory Council, community residents, school administrators, day school staff members, afterschool staff members, parents and family members of students (including those with limited English proficiency), and of course, students. Methods of communication with each of these groups are listed below.

1. Valdosta City Schools and Lowndes County Boards of Education

- Program Director and other staff members report regularly to the respective BOE's regarding Annual Evaluation results, policies and procedures, staffing changes, and student progress. This is accomplished by reports on the 21st CCLC Program which are shared at each meeting of the Boys and Girls Club. The Site Coordinator for the Reames and Waller Units also makes periodic visits (as deemed necessary) to ensure regular communication between day teachers, school principals, and 21st CCLC staff.

2. Boys and Girls Club/Chief Executive Officer

- Management Team meetings are held with Program Director, Site Director, Evaluator, and B & G Club Chief Operations Officer (COO). These are to inform the COO of progress and recommendations for improvement. The COO also serves on the 21st CCLC Advisory Council, which meets quarterly. The Program Director, Site Coordinator, and COO meet weekly to discuss the program. There is also a weekly staff meeting in which the Site Coordinator communicates updates and program goals and objectives. Regular e-mails are also part of the communication process. The 21st CCLC staff correspond regularly on transportation issues, student needs and progress, and other topics. The COO provides periodic reports at Valdosta City Schools and Lowndes County Board Meetings.

3. 21st CCLC Advisory Council

- The Advisory Council is comprised of the following:
 - Program Director and Site Director
 - School Superintendent
 - School System Curriculum Directors for K-5, 6-12

- Title I Director
- Teaching and Learning Counselors
- School Administrators
- Transportation Department representatives
- Valdosta Early College Academy
- Community representatives from businesses, law enforcement, Chamber of Commerce, Wiregrass Technical College, Retired Educators, Turner Center for the Arts
- Parents/Family members from each school represented
- 3-4 students from program

The team meets at least twice a year, and at least one meeting per year is held when the program is in session and students are present. They are informed of Annual Evaluation results, policies and procedures, and student progress toward Goals and Objectives. Committees on Mentoring and Sustainability are formed within the team.

5. Community Residents

- The most effective way for communicating with local residents is through the local media. The Valdosta Daily Times, the local newspaper, is provided with announcements concerning program recruitment, meetings, and activities. Annual Evaluation results are also published in the newspaper each year.
- The School Messenger system is a phone message system that provides parents with information on program cancellation (due to weather) and announcements about upcoming meetings.
- Articles, photos, and announcements are also made in the school systems' published monthly newsletter which is mailed to local residents, parents, and distributed to local businesses, and the monthly e-newsletter, which is e-mailed to staff members at the end of each month. The school systems' websites are also effective in sharing announcements and program news.
- The Boys and Girls Club 21ST CCLC Program also has a page on the BGCV website and Facebook page.

6. School Administrators

- The Program Director and Site Director communicate most effectively with school administrators through e-mail. This is efficient, fast, and provides a record of correspondence. Administrators are kept informed on meeting dates, times, and locations; field trips; program activities; cancellation of program; student behavior issues; student progress; usage of buildings and resources; and staffing changes.
- The Site Coordinator frequently visits each participating school and communicates with school staff regarding the program and student needs and progress.
- School administrators are included in the 21st CCLC Advisory Council and the Boys and Girls Club Board of Directors.

7. Day School Staff Members

- E-mail has proven to be an effective communication tool for sharing information with day school staff. They are kept informed as to meetings, student issues and progress, and staffing changes.

- Day teachers are asked to complete Student Needs Assessments mid-year on 21st CCLC program students. The needs assessments are shared with the after-school teachers.
- The school newsletter, e-newsletter, and website are also methods of communicating program information to day teachers.
- After-school teachers and the Site Director also communicate with day teachers regarding specific students and their needs.

8. 21st CCLC Staff

- Staff members are kept informed most often by e-mails from the Program Director and/or Site Coordinator. This includes information on program scheduling, parent meetings, and student issues.
- Staff Orientation is held before the program begins each year to inform staff members about the Staff Handbook, policies, procedures, criminal background checks, emergency plan, and Annual Evaluation results. The program Goals and Objectives are also presented here.
- Staff meetings and staff development training sessions are held as needed throughout the school year.
- A Staff Orientation for the Summer Program is held near the end of May each year.

9. Parents and Family Members of Students; Students

- Methods of communication include the following (as previously mentioned): Boys and Girls Club website, school system website, newsletters, local newspaper, local radio station, School Messenger, flyers sent with students, mailings, phone calls, and e-mails.
- A Parent/Family Member Orientation is held at the beginning of the program year. The Parent/Student Handbook, including transportation, attendance, emergency, recruitment, and behavior issues is distributed to all parents. Annual Evaluation results and the program Goals and Objectives are presented at these meetings.
- Regular 21st CCLC Family Events are held at each site to share information on program activities, upcoming testing, and other issues.
- Currently there are no LEP students and/or families within the Fourcore/LEVEL UP Initiative Program; however, if this should change, the communication procedures are as follows: Parents with limited English proficiency are kept informed by translation of flyers and letters sent home; translation of the Parent/Student Handbook; translators available for meetings; and translators for phone calls. Handouts at Parent Meetings are translated if necessary. There is currently a Boys and Girls Club staff member who is fluent in Spanish. Project Vision does have LEP students and there is always an interpreter present for these students. All materials for the program are translated by these interpreters before they are sent home with the students.
- Students are kept informed of staffing and policy changes, upcoming events, club rules, etc. by the Site Director and 21st CCLC staff. There are also student representatives on the 21st CCLC Advisory Council.