



## Standards for Sandy Hill Staff

While employed by Sandy Hill Camp, I will be a POSITIVE ADULT ROLE MODEL for the campers by encouraging and demonstrating the following:

1. **LANGUAGE:** Using clean language, free of profanity and questionable topics (alcohol, partying, sexual innuendo, etc.)
2. **ATTITUDE:** Maintaining a positive attitude toward Sandy Hill Camp, my work, co-workers, superiors, and campers.
3. **HONESTY:** Always being honest and never gossip. Using pro-active and gossip-free problem solving. If I have a problem or am upset about something, I will speak directly to the person involved.
4. **GOLDEN RULE:** Treating others, both campers and staff, as I would like to be treated. Being kind, gentle, and forgiving.
5. **SUBSTANCES:** Maintaining an alcohol-free (regardless of age), smoke-free, and drug-free lifestyle including weekends off. We are very serious about this, and violation of this standard (as well as others) may be cause for suspension or dismissal.
6. **WORK ETHIC:** Timeliness, responsibility, positive attitude, and excellence in everything I do.
7. **SPORTSMANSHIP:** Demonstrating and enforcing it—don't let competition get out of hand.
8. **RESPECT:** Respecting people of all ages, races, faiths, and abilities, the environment, etc.
9. **NEATNESS/CLEANLINESS:** Keeping my person, my belongings, and camp areas neat, clean, and organized.
10. **ABUSE:** Exercising caution in my interactions with campers. Under no circumstances will I ever do anything that could be construed as physical, verbal, or sexual abuse. To protect against this, I will always try to have two adults together when working with campers. If this is not possible, I will remain in a public and open area and make sure that more than one camper is with me.
11. **RELATIONSHIPS BETWEEN STAFF:** Building and maintaining healthy friendships but NOT dating, romantic or physically intimate relationships or the perception thereof, in public or private including your weekends off, with other staff until after the end of the last camper week or ever with campers under the age of 18.
12. **PROFESSIONAL APPEARANCE:** Look, dress, and act like an education professional at all times so that I can immediately gain the trust and respect of parents and campers.

	<b>Females</b>	<b>Males</b>
Piercings	Ears only	None
Tattoos	Any potentially offensive words or images must be covered at all times. We prefer that all tattoos are covered whenever possible.	
Hair	All dyed hair must be a naturally occurring hair-color. Hairstyles and facial hair must be well-groomed.	
Clothing	Bathing suits must be one-piece or two-pieces that fully cover the abdomen (tankini). Clothing should have a modest neckline and shorts/skirts should be an appropriate length for an active camp lifestyle and should not be excessively revealing.	Shorts and bathing suits must be loose fitting and must cover your entire buttocks. Shirts must be worn when not actively involved in water activities.
	Clothing with obscene, suggestive, or offensive language or graphics is not permitted. Your undergarments should not be seen.	
Hygiene	Use deodorant, shower with soap daily, and wear laundered clothes	

13. **PERSONAL SAFETY:** Taking care of my body, mind, and spirit. Eating and sleeping well, resting on the weekends, using my personal time wisely to rejuvenate myself. If I am too tired or stressed to function effectively, I will let someone know immediately.
14. **MALE & FEMALE AREAS:** The rules for campers apply to staff too—residential areas are NOT coed for anyone. The only exception is in case of a medical or other emergency or if I am assigned to do something (i.e. clean bathrooms, mow the grass in that area).
15. **CURFEW:** Camper lights out applies to staff as well. I will ALWAYS stay in my cabin with my campers at night. See the Camp Directors for exceptional circumstances.
16. **CAMP PROCEDURES:** I agree to adhere to all camp policies and procedures including but not limited to those involving: safety, equipment care, medical reporting and response, confidentiality, and leaving camp property.
17. **SEEK HELP:** I will always seek help from a director for anything more than a minor difficulty. If I am in doubt, I will ask for help. Reporting all medical or other incidents and “near misses” as required.

## **Other Staff Policies**

1. **WEEKENDS:** Staff members who are 18 or older are permitted to stay at camp on their weekends off unless the camp directors specify otherwise. Staff must sleep in their cabins, and they are not permitted to sleep elsewhere such as meeting rooms or staff lounges without permission from the directors.
2. **USE OF SANDY HILL FACILITIES:** During off-duty times, staff must have prior permission from Greg or Kathy Ann to use Sandy Hill’s recreational facilities. This includes the ropes course, pool, boats, and horses.
3. **VISITORS:** No visitors are allowed at camp when campers are present. See the directors for exceptional circumstances.
4. **ELECTRONIC DEVICES:** Campers are not allowed to bring iPods, computers, cell phones, etc. to camp. Staff members can bring and use these types of devices on the weekends or during personal time, but must keep them in the staff lounge, lockers, personal vehicles or office during camp sessions. These devices cannot be used within sight of campers and are not permitted to be in the cabins or lodges. Small lockable lockers will be provided for staff interested in using them. Sandy Hill accepts no responsibility for damage or theft of personal items stored at camp.
5. **MAKING TELEPHONE CALLS:** When off-duty, you may use the “pay phone” to make personal calls. If the “pay phone” is not available and it is urgent, you can ask permission from someone in the office to use the office phone. All calls to phone numbers in the US are free, but you must pay for any international phone calls by using a calling card. Phone cards can be purchased at most convenience stores in town and on the internet but not at the camp store. If you have a cell phone at camp, it cannot be kept in your cabin. It must be stored in the staff lounge, locker, or in your vehicle. Many staff use their own devices or Sandy Hill computers in the staff lounge to skype with friends and family.
6. **RECEIVING TELEPHONE CALLS:** Your family or friends can leave messages for you on your cell phone or by calling our office at 410-287-5554. The message will be written down and given to you at the next meal. If it is an emergency, you will be contacted immediately. They can also send faxes to 410-287-0826. Please do not abuse these privileges.
7. **INTERNET/EMAIL ACCESS:** There are designated computers that staff can use to access the Internet. Your email account cannot be resident on this computer, but must be checked through a browser (i.e. accounts on gmail, hotmail, etc.). No files may be saved to the computer. Only Internet sites with camp-appropriate material may be accessed. Because 100+ staff share only a few computers, access time on the computer may be limited. Most staff bring their own devices and use the camp wi-fi.
8. **MAIL:** Place any letters in the outgoing mail basket in the office or dining hall. Stamps are sold in the camp store. Any letters that you receive will be given to you at meal times or put into your mail slot in the office. Your family or friends can send letters and packages to you at:

Your Name - Counselor  
Sandy Hill Camp  
3380 Turkey Point Road  
North East, MD 21901

# **Policies Regarding Internet Communication**

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

- 1) As a camp employee, before I...
  - a. use the camp name or official camp logo or camp photograph;
  - b. add a link from my group page, profile or other site to the official camp website;
  - c. include text or photographs that are the property of camp;
  - d. include photographs of campers or other staff members;
  - e. or create a camp "group page" with the above items......I must request and receive *prior written approval* from the camp.
- 2) As a camp employee I agree to be respectful of the camp, its program, the campers and its employees in all communications in my e-mails, IMs, posts, profiles, blogs or other Internet sites. As such, I agree to the following:
  - a. I will not use obscenities, profanity or vulgar language.
  - b. I will not engage in harassment or intimidation.
  - c. I will not post comments that are derogatory with regard to any individual's race, gender, religion, sexual orientation or disability.
  - d. I will not use sexually explicit, suggestive, humiliating or demeaning comments.
  - e. I will not post photographs that compromises anyone's privacy or that is used to demean, humiliate or otherwise embarrass anyone.
- 3) As a camp employee I agree not to use a social networking profile, group page, weblog or other Internet medium to discuss behavior that is prohibited by camp policy, including, but not limited to alcohol or drug use, sexual behavior, delinquent behavior, destruction of property, harassment or intimidation.
- 4) I understand that I may NOT share any contact information (including, but not limited to cell phone number, e-mail address, weblog address or social networking site) with a camper unless the parents are fully aware of this exchange, give expressed written permission for such contact, and take full responsibility for it. I understand that the camp takes no responsibility for securing this permission.
- 5) Once I identify myself as a staff member at camp, which is to say as an employee of Sandy Hill, the general public may see me as an ambassador or spokesperson of Sandy Hill. I therefore understand that is a condition of employment that I agree to and adhere to the guidelines outlined above. I understand that if any of the guidelines outlined in this measure are violated, it may result in disciplinary and/or legal action including possible termination of my employment.

## **COMMITMENT**

I am willing to abide by the standards listed above and by the camp's policies and procedures while working at Sandy Hill Camp. I agree to abide by the Policies Regarding Internet Communication during and after my employment at Sandy Hill Camp. I will cheerfully follow the instruction of my supervisors. I understand that anyone who violates these rules or demonstrates poor service is subject to disciplinary action and/or dismissal.