



STAR House®

Guiding Children to Success

**Elementary
Employee Handbook
2022-2023**



STAR House®
Guiding Children to Success

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★ Our Cause ★

In 1993 a group of community leaders began volunteering as mentors and tutors for a few of Roswell's most vulnerable students in a program that came to be known as STAR House. Through 28 years of growth, the program has remained committed to one ideal: *Mold children into thoughtful leaders, and they will make their mark on those around them.*

Throughout Fulton County, many at-risk children arrive home from school to empty apartments with no adult supervision, no one to help with homework, and an open door for poor choices that could impact their lives, their families, and the community at large. STAR House offers a better alternative through a no-cost program of homework assistance and mentoring, playing an important supporting role in these children's lives.

STAR House continuously seeks to expand the number of students we serve. Currently, we are in partnerships with three Title I schools in Fulton County: Mimosa Elementary School, Esther Jackson Elementary School, and Vickery Mill Elementary School.

★ What We Do ★

STAR House (Seeking, Teaching, and Reaching) supports at-risk children by providing after-school tutoring, supplemental curriculum, healthy after-school snacks, school supplies, leadership activities, and educational enrichment programs. STAR House students...

- ☆ Share the happenings of their school day in a safe, nurturing environment with consistent, reliable, adult role models who are sensitive to the children's home cultures;
- ☆ Complete their homework with help from adult and student mentors;
- ☆ Benefit from supplemental educational activities to help them succeed in school;
- ☆ Meet community leaders and learn about career options and how education can shape their futures;
- ☆ Attend academic summer camp, extending the learning year with opportunities to increase literacy and expand STEM knowledge;
- ☆ Build relationships with caring adults, reducing the likelihood of delinquent behaviors.

STAR House participants are required to follow a code of respectful behavior not only to allow smooth program operations, but also to encourage the self-discipline that will allow the students to find success in school and in life.

Our *highest priority* is to encourage healthy mental and physical student development.

- ☆ We believe STAR House should provide an atmosphere that is consistent, nurturing, diverse and challenging.
- ☆ We believe STAR House should provide an encouraging, caring and supportive environment that is an extension of the school.
- ☆ We believe instilling self-esteem, confidence and a love of learning provides crucial tools for academic success.
- ☆ We recognize that each child is a unique individual, deserving of individual attention within the group, allowing them to progress according to their own rate of development.
- ☆ We recognize that we play a crucial role in laying the foundation of these children's lives for future social and intellectual success, and physical and mental health.



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STAR House Elementary School Program Overview

**STAR House Foundation at Esther Jackson Elementary School
1400 Martin Road, Roswell, Georgia 30076**

**STAR House Foundation at Mimosa Elementary School
1550 Warsaw Road, Roswell, Georgia 30076**

**STAR House Foundation at Vickery Mill Elementary School
1201 Alpharetta Street, Roswell, Georgia 30075**

★ Program Overview ★

- ☆ Our elementary programs each serve 72 students in grades K-5, Monday - Thursday, 2:20-5:00 pm
- ☆ STAR House staff works with classroom teachers to identify individual student needs/strengths to individualize their time in the program.
- ☆ Students come in daily, receive snacks, complete homework and engage in enrichment activities: supplemental curriculum, reading, math activities and computer time.



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Elementary Policies & Procedures

★ Position Hours ★

Coaches are expected to work Monday-Thursday, in accordance with the Fulton County Schools Calendar for Student Attendance, from 1:45 pm until 5:15 pm, excluding the last week of the school year.

★ Absenteeism and Tardiness ★

In case of absence due to illness or personal necessity, Coach must notify Site Director as soon as the absence is predicted. Coach should use the Substitute Coach list provided by the Site Director to find a Substitute Coach for the predicted absence. If Coach is unable to find a Substitute Coach, Coach should immediately notify Site Director, who will then assume responsibility for finding a Substitute Coach.

★ Dress and Appearance ★

STAR House Foundation expects staff to maintain a clean, neat, professional appearance in their dress and grooming. Please avoid wearing tank tops, sleeveless or strap-type tops, ripped jeans, short shorts, short skirts, and short dresses. Please remember that we promote a child-friendly environment. Examples of generally inappropriate attire include tee shirts with inappropriate logos, including alcohol, cigarettes, profanity, political statements or suggestive cartoons.

★ Workplace Safety ★

STAR House regards safety as a top priority for all of our staff and volunteers. As a general rule of thumb, if an employee does not feel safe AT ANY TIME while working at STAR House, he or she is encouraged to not complete the task that poses a safety threat.

An employee who is injured, involved in an accident or feels unsafe during his or her assignment is asked to report the incident immediately to the Site Director. Employees are asked to use their discretion and judgment to determine for themselves if they feel unsafe.

Some general safety tips to adhere to:

- Be aware of your instincts. Trust your gut feeling!
- Stay informed of issues affecting the area in which you serve.
- Do not borrow from or lend money to students and families. Do not give rides to students.
- Do not give out your home address or telephone number to students.
- Do not interact with students on social media.
- Be sensitive to your own needs and limitations. Maintain an appropriate level of distance from students and don't counsel students unless you are trained to do so.
- Don't hesitate to report any incident or conditions that make you uncomfortable.

Note: By signing the Release and Waiver of Liability, the employee waives all claims for damage or loss of personal property that may be caused by any act, or failure to act, of STAR House, its officers, agents or employees or any STAR House service locations, its officers, agents or employees.

★ Workplace Violence ★

STAR House does not permit any form of workplace violence or threats of harm against any person in any space used by STAR House or while on STAR House Foundation business. Please report any instances of such improper conduct or threats to the Site Director or the Executive Director as soon as you have any concern regarding your own safety or the safety of any volunteer, employee or other person.

★ Smoking ★

It is the policy of STAR House to protect the health and safety of students, volunteers, employees and visitors. Consequently, smoking or other tobacco use is not allowed in any space used by STAR House Foundation, except where there are designated tobacco use areas.

★ Gifts ★

Please do not ask for or accept any personal gifts from vendors or students. For the purposes of this policy, the term "gift" includes any services or merchandise of any kind, discounts on merchandise or services, and all other transfers of cash or any other item of value. The policy does not prohibit occasional receipt of genuine gifts of nominal items such as birthday and holiday gifts so long as the value of each such individual gift does not exceed \$25.00 and the cumulative value of all gifts received by an individual volunteer during a single calendar year does not exceed \$50.00.

★ Conflict of Interest ★

All employees should avoid any activity, agreement, business investment or interest, or other situation which could be construed as a conflict with STAR House's best interests or which give the appearance of taking money, merchandise or services from students or vendors for personal gain. For example, no one should accept from a vendor or student any gift which exceeds a value of \$25.00.

Good judgment should prevent the possibility of a conflict of interest arising. However, if you engage in any activity or transaction which might cause a conflict between personal and STAR House interests, information about that potential conflict must be disclosed in advance to your Site Director or the Executive Director.

★ Use of STAR House Property ★

All equipment provided by STAR House, such as email accounts, google drive, laptops, printers, cell phones, voicemail, and other items, are STAR House's property and are to be used for business purposes only. Any property provided to STAR House by the Fulton County School system remains the property of the Fulton County School System and is to be used for business purposes only.

Computer, Electronic or Telephonic Systems

Passwords are designed to give employees and volunteers access to all or part of STAR House's computer, electronic, and/or telephone systems while maintaining the confidentiality of STAR House's business-related information. Passwords are not designed to protect the confidentiality of any personal messages or documents. STAR House reserves the right to enter and review all computer databases and electronic transmissions, including, but not limited to, computer, electronic, telephone and voicemail systems at any time without prior notice.

In addition, employees may not use email, interoffice mail, or other STAR House communications to send any material which violates the STAR House's policies against discrimination and harassment. Nor may

crude, vulgar, offensive, or pornographic material be received, sent, or accessed on any computer, e-mail or other STAR House property.

The internet is to be used as a resource to gain information of an appropriate nature and any use should be related to education. The internet contains information that is not suitable for children, and therefore internet usage by students should be closely monitored at all times.

STAR House Property

Locks on desks, file cabinets, lockers and vehicles are designed to protect STAR House property and other items and information related to STAR House business. They are not designed to provide privacy of any personal or private property. STAR House reserves the right to review or search this equipment in the ordinary course of business whenever a need arises without prior notice.

★ Personal Phone Calls, E-Mail and Text Messages ★

Employees are expected to keep personal calls to a minimum while serving and should receive all personal mail, e-mails, and the like, at their places of residence rather than at STAR House. Text messages between staff members focusing on the program and students is permitted during program hours.

★ Personal Property ★

Do not bring valuables with you. Do not leave your belongings unattended even if in a locked car on STAR House or Fulton County School System premises. STAR House and the Fulton County School System reserve the right to conduct searches and inspections of employees and their personal effects, including without limitation purses, briefcases and private vehicles located on STAR House or Fulton County School System premises. Your entry onto STAR House or Fulton County School System premises or use of a STAR House vehicle constitutes your consent to such searches and inspections. Refusal to consent to a search or inspection is insubordination and may result in the termination of your assignment.

★ Inquiries from Outsiders ★

From time to time, employees may be contacted by a person outside STAR House regarding a current or former employee, volunteer, or student. To protect against the disclosure of confidential information, please refer the caller to the Executive Director.

★ Policy Against Harassment ★

STAR House is committed to ensuring an environment in which diversity is a fundamental value. We believe that greater diversity will enhance the quality of STAR House and enrich understanding between students, employees and the entire community. STAR House provides equal opportunity for all employees and applicants for employment regardless of race, color, creed, religion, national origin, sexual orientation, gender identity, veteran status, age, except where age is a bona fide occupational qualification. Responsibilities for assisting with implementation of the equal opportunity program at STAR House are assigned to the Executive Director.

STAR House is committed to providing an environment free of harassment. STAR House will not tolerate the harassment of any volunteer, employee, student, or vendor for any reason by any other volunteer, employee, student, or vendor with whom the STAR House does business. In addition, harassment for any discriminatory reason, such as race, sex, national origin, age, disability, religion, or sexual orientation, may violate various state and federal laws and subject the individual harasser to liability.

With this policy, STAR House prohibits not only actions which are severe enough to be unlawful but also conduct and comments which do not violate state or federal law but which are still inappropriate. No person in this organization is exempt from this policy.

Prohibited Conduct/Comments

Racial or ethnic remarks, slurs, or jokes will not be tolerated.

Any other comment or conduct which disparages individuals or groups based on any discriminatory factor is also not tolerated.

In addition, sexual harassment is prohibited. Sexual harassment includes many forms of offensive sexual behavior including, but not limited to:

- Unwanted sexual advances;
- Offering employment or promotion in exchange for sexual favors;
- Differential treatment because of a negative response to sexual advances or because a consensual relationship has ended;
- Sexual gestures, displaying of sexually suggestive objects, pictures, posters, or cartoons;
- Derogatory comments, epithets, slurs, or jokes of a sexual nature;
- Graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual;
- Vulgar or obscene emails, notes, or invitations; and
- Physical conduct of an improper nature.

Employees and volunteers may not have a dating or sexual relationship with any STAR House employee or volunteer without both parties promptly advising the Board or any supervisor of such a relationship.

Any dating, sexual or other inappropriate relationship with a student is expressly prohibited and will result in immediate termination and reporting to the appropriate authorities where applicable.

Prevention Procedure

If you are subjected to any offensive comments or conduct, you should tell the offending person to stop, which is often the best way to see that such comments or conduct stops immediately. If you are not comfortable advising the offending person to stop, or, if after you do so, the offending conduct and comments do not immediately and completely stop, you must report all offensive comments and conduct to the Board or any supervisor.

In addition, employees and volunteers who become aware of any such objectionable comments or conduct by any employee, volunteer, student, or vendor must immediately advise their Site Director or the Executive Director to assure that the comments do not or the conduct does not continue.

As soon as a report or complaint comes to a Site Director or the Executive Director, the report or complaint will be investigated and corrective and preventive action, as appropriate in the circumstances, will be taken. Reports of harassment will be maintained in confidence to the extent practical to enable a reasonable investigation and reasonable correction and prevention steps.

No employee will be retaliated against for bringing their concerns to the attention of STAR House Foundation. Therefore, do not allow an inappropriate situation to continue by not reporting it. The employee who violates this policy will be terminated.

★ Interaction with Students ★

Student Discipline

Georgia regulations stipulate that no child should be subjected to unusual, severe or corporal punishment. At STAR House, children are encouraged to develop self-control and use appropriate tools to cope in a situation. Staff members are encouraged to prevent problems before they occur by:

- Knowing the children in the program and providing developmentally appropriate challenging activities.
- Establishing clear, simple rules.
- Using positive statements about behavior.
- Enforcing rules and limits consistently.
- Setting a good example.
- Stating directions simply and positively.
- Praising appropriate behavior.

Please speak to children specifically and in a positive way. For example, say “Please walk,” instead of “Don’t run,” and, “Please keep your hands to yourself,” instead of “Don’t hit.”

Be specific. If you make a general statement, such as “Be good,” to a child, you might not get what you want. “Be good” may mean one thing to you and something totally different to the student. If, however, you say, “Tommy, please put your eyes up here on my book and hands in your lap,” Tommy will know exactly what you want. They want to know what you expect, and they are happy when they receive approval. For example, you might then tell Tommy, “I’m pleased that you put your hands in your lap.”

Ratios

Two staff members must always be present if children are on site. Beyond this, age appropriate ratios of staff to children must be maintained during all hours of operation, including field trips. STAR House ratios in practice seek to be at or below Fulton County policy ratios. In mixed-age groups, the required staff to children ratios should be based on the ages of the youngest children in the age group if more than 20% of the children in mixed-age group belong to the younger age grouping.

Student Dismissal Policy

All parents must complete and sign the Child Dismissal Agreement upon their child’s enrollment in the program. On this form, the parents must either (1) give staff permission to dismiss their child to walk home upon completion of their homework or at the end of the program or (2) pick up their child at STAR House or make alternative arrangements which are to be described on the form.

Snacks

It is the policy of STAR House to provide students with nutritious snacks daily. All meals and supplements and their preparation will meet U.S. Department of Agriculture nutrition standards.

- Staff shall wash their hands and arms thoroughly with soap and warm water before preparing snacks.
- All raw fruits and vegetables shall be washed thoroughly before being served.
- No person shall be permitted to use the same utensil for eating or cup for drinking without the utensil having been thoroughly cleaned between uses.
- Single, individually wrapped snacks should be served wherever possible. If children are served from a single dish “family style,” the server should wear clean latex gloves when serving portions.
- Foods and drinks with little or no nutritional value, i.e. sweets, soft drinks, etc. shall be served only on special occasions and only in addition to nutritious snacks.

For more information about the plan or the USDA’s guidelines, please consult the Site Director.

★ Fraternization ★

Because fraternizing with students may cause the appearance of impropriety, the appearance of favoritism or conflicts of interest, volunteers may not fraternize with students. Examples of fraternization include without limitation:

- Interacting with students away from your assignment
- Transporting students in your personal vehicle
- Engaging in a monetary transaction with a student or student's family, including borrowing or receiving money from, or lending or giving money to a student or student's family
- Hiring a student to work at STAR House or any other company or organization without first obtaining approval from the Executive Director
- Engaging in or attempting to engage in a romantic or sexual relationship with a student

For the purposes of this policy, the term student, includes any person who is currently involved in any STAR House program or has been involved with any STAR House program within the last six months. The assignment of any employee and volunteer who violates this policy is subject to immediate termination.

★ Open Door ★

STAR House wants to see that all employees and volunteers are treated fairly. Employees and volunteers are actively encouraged to communicate with STAR House regarding any concerns about their assignments, working conditions and related matters. If you feel that you need to raise a complaint, please use the following open door procedure:

Step 1 – STAR House Foundation encourages you to discuss any issue you may have with a co-worker directly with that person. This step will likely settle many problems.

Step 2 – If you feel the issue has not been properly resolved or clarified, please arrange a meeting with the Site Director to discuss any concern, problem, or issue that arises.

Step 3—If the matter is still not resolved, or if you do not feel comfortable discussing the problem with your Site Director, you should take the problem to the Executive Director.

★ Drugs and Alcohol ★

STAR House employees and volunteers may not use or consume, purchase, sell, transfer or possess alcoholic beverages or any form of illegal drugs or drug paraphernalia while on STAR House business, on STAR House property, or while operating a STAR House vehicle. Likewise, STAR House employees and volunteers may not work under the influence of alcohol or illegal drugs. The assignment of any employee who violates this policy is subject to immediate termination. This policy does not prohibit the handling of alcoholic beverages during STAR House fundraising events, including the Roswell Beer Festival.

Notification of Convictions

Any volunteer or employee who is convicted of a criminal drug violation in the workplace must notify STAR House in writing within five (5) calendar days of the conviction. STAR House will take appropriate action within thirty (30) days of the notification. Federal contracting agencies will be notified when appropriate.

Searches

Entering STAR House premises constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes and vehicles and equipment.

Consequences

One of the goals of our drug-free workplace policy is to encourage employees and volunteers to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. If an applicant violates the drug-free workplace policy, the offer of employment or volunteer assignment can be withdrawn and the applicant may not reapply. If an employee or volunteer violates the policy, he or she will be terminated from employment.

Assistance

STAR House recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees and volunteers, our drug-free workplace policy encourages employees and volunteers to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem. Financial responsibility for recommended treatment belongs to the employee or volunteer.

Confidentiality

All information received by STAR House through the drug-free workplace program will be treated as confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Employees and volunteers are encouraged to be concerned about working in a safe environment and report dangerous behavior to their Site Directors. It is a Site Director's responsibility inform employees and volunteers of the drug-free workplace policy, observe employee performance, investigate reports of dangerous practices, and clearly state the consequences of policy violations.

Communication

Communicating our drug-free workplace policy to supervisors, employees, and volunteers is critical to our success. To ensure that all employees and volunteers are aware of their roles in supporting our drug-free workplace program, the policy will be reviewed in orientation sessions and safety meetings.

★ Child Abuse Reporting and Training ★

All employees and volunteers who interact directly with children are mandated reporters and are required to report any suspected child abuse or neglect. All employees and volunteers who work directly with children must complete the training required by Fulton County regarding child abuse identification and mandated reporting laws prior to beginning their employment with STAR House.

★ Standards of Conduct★

STAR House expects all staff and volunteers to exhibit personal integrity at all times. Staff and volunteers must comply with STAR House policies and procedures, and observe the highest standards of professionalism. When an employee or volunteer violates STAR House rules, it is cause for concern and action.

How STAR House chooses to administer discipline in particular cases in no way alters or limits the at-will relationship. STAR House may choose to exercise its discretion to use forms of discipline that are less severe than terminating a volunteer assignment. STAR House may or may not adhere to a “progressive” series of disciplinary actions depending upon the severity and nature of the offense. STAR House has the discretion to use whatever form of discipline it believes is appropriate under the circumstances.

Certain acts are considered so serious that they normally will result in the termination of the assignment for a single offense. Such actions include without limitation:

- Dishonesty or misrepresentation, including falsification of records, reports or STAR House documents;
- Wrongful appropriation of goods or materials owned by STAR House or the Fulton County School System or unauthorized use of STAR House or Fulton County School System equipment or property for personal reasons;
- Having firearms, explosives, or weapons on STAR House or Fulton County School System premises or while on STAR House business;
- Stealing property from other volunteers, employees, or students;
- Use, sale, purchase, transfer, or possession of an illegal drug or alcohol while on STAR House or Fulton County School System property or while on STAR House business;
- Being under the influence of drugs or alcohol on STAR House or Fulton County School System property or while on STAR House business;
- Insubordination or refusing to obey instructions properly issued by your Site Director or the Executive Director;
- Engaging in any dating, sexual or other inappropriate relationship with a student;
- Violation of STAR House policies, including the policy against discrimination and harassment;
- Use of abusive or threatening language in communication with staff, students, volunteers, or the public on or off STAR House premises;
- Fighting or disorderly conduct on STAR House property or while on STAR House business;
- Violation of security practices;
- Acts jeopardizing the safety or health of staff, students, volunteers or visitors; and
- Breach of the Confidentiality Agreement.

This list is illustrative only and is not intended to cover every possible situation that may arise. Any conduct that is detrimental to STAR House’s interest of security, or the safety or welfare of STAR House students, volunteers, or employees may result in corrective action or the termination of a volunteer assignment.

★ Termination ★

While we hope both you and STAR House will mutually benefit from your position as a STAR House Coach, we realize that it may become necessary for you to terminate your position. While you may resign your position at any time giving minimum of two weeks written notice, we would appreciate if you notify your Site Director or the Executive Director of your impending resignation as far in advance as possible so that another coach can be hired and trained for your position.



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ACKNOWLEDGMENT OF RECEIPT

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

I have received my copy of the Employee Standards and Guidelines of STAR House Foundation, Inc. (“**STAR House**”) and understand it is my responsibility to read them, understand their contents, and adhere to all of the policies and procedures of STAR House, whether set forth in this manual or elsewhere. I understand that it is my responsibility to educate myself regarding updated, revised, added, or deleted policies or procedures as announced or posted from time to time.

I acknowledge that these standards and guidelines are provided as an informational guide only and are not a contract or an offer of a contract between STAR House and me. Similarly, no policy, procedure, guideline or practice of the organization is a contract or an offer of a contract between STAR House and me. I understand that my position with STAR House is at-will, which means that either I or STAR House can terminate the position at any time, for any or no reason, with or without notice. I also understand that STAR House reserves the right in its sole discretion, with or without notice, cause or consideration, to modify, depart from or terminate any of its policies (other than the at-will policy), procedures, guidelines, practices whether or not described in this manual. I understand that STAR House reserves the right to reassign me or modify the terms and conditions of my position in its sole discretion, with or without notice, cause or consideration, subject only to STAR House’s and my mutual right to terminate the assignment at will. This at-will nature of my relationship with STAR House cannot be changed by any person, statements, acts, series of events, or pattern of conduct, but only by an express individual written agreement signed by the Executive Director of STAR House and by me which expressly changes this “at-will” relationship. If I have any questions about the standards or guidelines contained in this manual, I will ask my immediate supervisor or the Executive Director.

Employee Name

Signature

Date



CONFIDENTIALITY AGREEMENT

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

As an employee for STAR House Foundation, Inc., (“**Organization**”), I agree to the following:

I will maintain the confidentiality of any Confidential Information disclosed to me by the Organization. Confidential Information is information about children or families served by the Organization, or information about the Organization and its operations, finances or business that is not generally known to others. Confidential Information also includes information disclosed to the Organization by third parties that the Organization is obligated to keep confidential. Confidential Information subject to this Agreement may include information that is a trade secret. Information that is not a trade secret, as defined by Georgia law, will constitute Confidential Information only for a period of three (3) years after the last day that I volunteer with the Organization.

I also agree that any work I perform and any contributions I make to documents, programs, and other expressions in any tangible medium (collectively, “**Works**”) are within the scope of my duties, responsibilities, or assignment. My work on and contributions to the Works will be rendered and made by me for, at the instigation of, and under the overall direction of, the Organization, and all such works and contributions, together with the Works, are and at all times shall be regarded as “work made for hire,” as that term is used in United States Copyright Laws. Without limiting this acknowledgement, I assign, grant, and deliver exclusively to the Organization all rights, titles, and interests in and to any such Works, and all copies and versions, including all copyrights and renewals. I will execute and deliver to the Organization or its successors and assigns, any assignments and documents the Organization requests for the purpose of complete, exclusive, perpetual, and worldwide ownership of all rights, titles, and interests of every kind and nature, including all copyrights in and to the Works, and I constitute and appoint the Organization as my agent to execute and deliver any assignments or documents I fail or refuse to execute and deliver, this power and agency being coupled with an interest and being irrevocable.

I understand and agree that any breach of this Agreement may cause the Organization great and irreparable harm and that it would be difficult or impossible to establish the full monetary value of such damage. Consequently, in the event of any breach of this Agreement, I consent to the entry of appropriate preliminary and permanent injunctions in a court of appropriate jurisdiction, without posting of a bond or other security, in addition to whatever remedies the Organization may have.

I represent that: (a) I have read and understood each and every provision of this Agreement; (b) I have had the opportunity to ask the Organization questions about this Agreement and such questions have been answered to my satisfaction; and (c) I have been given a copy of this Agreement.

Employee Name

Signature

Effective Date



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CODE OF ETHICS AND CONDUCT

Our staff and Board of Directors insist that all employees and volunteers maintain professional behavior at all times. Coaching is a rewarding experience when all participants in the relationship have a mutual respect and desire to cooperate in meeting designated needs.

It is your **RIGHT**:

1. To be assigned a job that is worthwhile and challenging, with freedom to use existing skills or develop new ones.
2. To be trusted with confidential information that will help you carry out your assignment.
3. To receive orientation, training, and supervision for the job you accept.
4. To expect that your time will not be wasted by lack of planning, coordination, and cooperation within your organization.
5. To know whether your work is effective and how it can be improved.
6. To have a chance to increase understanding of yourself, others, and your community.
7. To be kept informed through newsletters, attendance at meetings, memoranda, etc. about what is going on in STAR House.
8. To declare allowable non-reimbursed out-of-pocket costs for federal (some state and local) income tax purposes.
9. To be given appropriate recognition in the form of awards, certificates of achievement, etc., but even more important, recognition of your day-to-day contributions by other participants.
10. To ask for a new assignment if you so desire, or to accept a second assignment if you wish to give additional service.

It is your **RESPONSIBILITY**:

1. To accept an assignment of your choice with only as much responsibility as you can handle.
2. To respect confidences of your sponsoring organization and those of the recipients of our services.
3. To fulfill your commitment or notify your Site Director early enough that a substitute can be found.
4. To follow guidelines established by STAR House regarding dress, decorum, etc.
5. To use your time wisely and not interfere with performance of others.
6. To provide feedback, suggestions, and recommendations to the Site Directors and Executive Director if these might increase effectiveness of program.
7. To be considerate, respect competencies, and work as a member of a team with all staff and other volunteers.

The following offer guidelines on STAR House expectations of its employees and volunteers:

- Treat everyone with respect, and avoid inappropriate language; refrain from any activities which would expose or pose a significant safety risk to students. If you feel that any of our students are conducting themselves in an inappropriate manner.
- Because STAR House receives funding from government sources, no religious materials should be displayed and may not be distributed by STAR House.
- Physical or verbal abuse to the students, staff or volunteers is prohibited.
- No intimate relationships may develop between students and volunteers or students and staff.
- STAR House is a drug and smoke free program and no illegal substance abuse, alcohol or smoking will be permitted. Neither weapons nor dangerous instruments are permitted on site.
- The Code of Conduct extends to respecting all areas and properties of STAR House, including use of the Computer or other equipment. No property may be borrowed without the express permission of the Executive Director or a Board Member and must be returned as directed. STAR House computers are for

general educational use. Internet usage by students must be monitored by staff. Do not load or download any software onto the STAR House computers without the express permission of the Executive Director; absolutely no inappropriate internet sites should be accessed at any time.

These standards shall be conveyed verbally and in writing by organization staff. Some examples of inappropriate conduct include:

- Violations of state or federal laws regarding child abuse, substance abuse, or other conduct.
- Use of profanity or other inappropriate or harassing language in the course of coaching.
- Physical contact with a student or other conduct that is inappropriate.

These are examples only and are not intended to be a comprehensive list. Other actions not specifically listed herein may result in suspension or dismissal. An allegation that an employee has violated these standards will result in temporary suspension as a staff member, pending an appropriate investigation. If the organization determines that a violation occurred, he/she will immediately and permanently dismissed for STAR House Foundation.

I have received a copy of the Code of Ethics and Conduct, and I have read, understood and agreed to abide by these standards.

Employee Name

Signature

Date

