



Camp Hawkeye

Staff Code of Conduct

Camp Hawkeye is committed to maintaining the physical and emotional safety and well-being of each community member as well as the community feeling of acceptance and understanding that pervades camp. The following code is an important part of that commitment. It is necessary for every staff member to sign this code. Campers, CiT's, and parents sign another similar code of conduct and are expected, as you are, to abide by it. **This document is for you to keep.** Attached to it is a summary of the expectations outlined herein; please read the Code of Conduct and sign and return only the attachment with your other Welcome Packet forms and materials.

• *Health and Safety of Campers and Staff* •

This is our highest priority. Any action or activity that jeopardizes the safety of the community will not be tolerated. Any injuries or illnesses that occur, whether to staff or campers, must be reported immediately to the nurse. The nurse, in turn, will decide on an appropriate course of treatment for the camper or staff member, as well as, be responsible for informing the Director or Assistant Director as needed. It is understood in an active community such as ours injuries will occur within the structure of the program. However, injuries occurring in the course of extra-programmatic activities or as a result of poor decision-making on the part of a staff member will not be tolerated. Good judgment should always be exercised in regard to the safety and well being of program participants.

Each cabin and every program building has AT LEAST one smoke detector/fire alarm. Tampering with these detectors or any other fire extinguishing or emergency equipment is prohibited and is ground for dismissal.

• *Harassment* •

Camp Hawkeye will not tolerate any form of physical or mental harassment. This includes, but is not limited to, the following: hazing; physical or emotional abuse; racial, ethnic, gender, or sexual discrimination; or sexual harassment. Harassment of any kind that is carried out explicitly or implicitly supported by a staff member is grounds for immediate dismissal. It is EXPECTED that staff members address any and all hurtful behavior or language anywhere in Camp.

• *Drug and Alcohol Use* •

Use of illegal or legal drugs for non-medicinal purposes is prohibited anywhere on Camp or at any site of Camp Hawkeye activity. Staff may not have alcohol or illegal drugs in their possession on campus or while on-site for overnight programs: in rooms or anywhere campers may be living or visiting while at the program. Alcohol consumption by anyone under the age of 21 is illegal. For staff 21 years or older, it is inappropriate to consume alcohol while on duty with any program and while on the program site if off-duty. Furthermore, staff members may never be under the influence while on duty, nor return to areas under the influence in which there may be campers, even if they are off duty. Staff **MUST** be able to resume regular duties and responsibilities immediately once back on schedule. Off duty behavior including trips, "going out," or "relaxing" must be done in a responsible way that allows for immediate resumption of **ALL** responsibilities at the conclusion of time off. It is expected that all staff members comport themselves responsibly.

• *Tobacco Use* •

Camp Hawkeye is a tobacco free campus. All off-site programs are also tobacco free. Use of any tobacco products while "on duty" or "on Camp" is strictly prohibited. This is not only for the health of our community and the need to set a good example for our campers. The forest in and around camp is highly sensitive to fire, there is a significant danger associated with the disposal of cigarette butts.

It is expected that staff members who do smoke will walk up, or down, Deer Hill Road on their time off and smoke away from camp and dispose of their used cigarette butts safely in a trash can. Please respect our neighbors as well.

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• *Inappropriate Contact/Touching Campers* •

Inappropriate sexualized contact or touching of campers will **NOT** be tolerated. In this day of high concern of child abuse, staff must refrain from touching campers in any manner that may even be construed as inappropriate. Interpretations will vary and should be situation and relationship specific. Staff members must use their best judgment in these situations and always err on the side of caution. Contact such as placing a hand on an arm or shoulder may be appropriate depending on the staff/camper relationship, level of comfort, and situation. Staff members should also exercise caution when alone with a camper. Again, best judgment is needed; staff is discouraged from being alone with ANY camper and never with a camper of the opposite gender. If this situation cannot be avoided make sure another staff member is aware of the circumstances and check in with them immediately afterwards if possible. If you are inside of a building always leave the door open to reduce privacy. This is for the safety of both the camper and staff member.

Any accusations made will be handled swiftly, professionally, and seriously. If it is found that a staff member did have inappropriate contact with a camper, that staff member will be immediately dismissed and the matter will be turned over to the local authorities.

• *Romantic Involvement Between Staff and Campers is Strictly Prohibited* •

Such involvement will not be tolerated under **ANY** circumstances. Not only would this behavior be harmful for all concerned but it is illegal and unethical. **ANY** staff member found to participate in such a relationship will be immediately dismissed and the matter will be referred to the appropriate body of law enforcement. Staff members should understand that this is something for which they would go to jail.

• *Romantic Involvement Between Staff Members* •

Camp is a special place. The conditions under which we all work are very demanding, throwing new people together working closely for long hours. It is understood that romantic feelings may arise between staff members throughout the normal course of the summer sessions. Staff members receive daily and weekly time-off and administration will do their best to accommodate staff's needs in this area. Staff members must refrain from allowing relationships from impacting their work or their camper's activities. It is not appropriate for staff to be discussing their romantic relationships with or in front of campers. Campers must remain the focus of the program and staff while on duty. Therefore, it is inappropriate for staff to display signs of romantic involvement between one another while on duty or in the presence of campers.

• *Guests and Visitors* •

There may be no unauthorized guests on campus. Discuss with your supervisor and get approval from the director for any guests that you would like to visit camp. Visitors may not stay overnight unless prior approval is given by the director. Visitors may not eat in camp dining facilities unless special arrangements have been made with the director or assistant director. Staff visitors must abide by **ALL** rules and guidelines laid down for staff and must accompany their host, who assumes responsibility for them, at all times.

• *Leaving Campus* •

Staff members may not take campers off campus without the permission of the Director. The Hawkeye Program includes almost daily out-of-camp Wilderness Adventure Trips. Staff members may not leave the grounds other than during their time off unless permission is secured from the Director or other approved administrators. Taking a camper out-of-camp (even across the road) without the express permission of an approved administrator is grounds for dismissal.

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• *Safety and Security when Off-Campus* •

The highest level of preparation and alertness is required of all staff going on trips with campers. We enjoy a comfortable level of privacy and security while at camp but as soon as we leave through the gate we can no longer control or predict the actions of those not associated with Hawkeye. In addition, it is expected that both staff and campers conduct themselves in a way that is above reproach in these more public environments. Each staff member is on-duty for the duration of all trips including travel time. Travel time can be difficult for some campers whether it be cooped up in a van for a number of minutes or on a bus for hours. During these transitions it is important for staff to be aware of their campers' needs and actions. As always, staff members may not instigate or participate in any activities that are inappropriate or will negatively impact Camp Hawkeye, or its relationships with neighbors or other businesses. That being said, staff members are encouraged to be creative and spontaneous while traveling outside of camp, these periods often require the most flexibility and effort on the part of staff.

• *Care of the Facilities* •

Camp Hawkeye is privileged to be able to rent a traditional camp campus. It is imperative that all facilities remain in the same or better condition as which they were found. Any damage to cabins must be reported upon discovery. Staff is expected to report and take action if destructive behavior is seen occurring in any area, even if the staff member is not directly involved with the camper in her or his cabin. Staff is responsible for the maintenance of his/her area (e.g., tennis courts, waterfront). All Hawkeye supplies and equipment are the responsibility of the staff to which they are assigned and must be returned to a Direct Supervisor by the last day of the program. Destruction of property by a Hawkeye employee will not be tolerated and may be grounds for dismissal. The cost of the vandalism will also be the financial responsibility of the staff member(s) involved.

Any camper found breaking, defacing, or abusing Deer Hill Camp or Camp Hawkeye property in any way will be immediately brought to speak with the Director. At that time a decision will be made, in coordination with his/her cabin counselors, the staff who witnessed the behavior, senior administration and the camper's parents, if the camper is able to remain at camp. The camper will be personally responsible for any maintenance work, such as sanding graffiti, and the family will be responsible for any resulting materials or labor costs.

• *Prohibited Items* •

Items which are unsafe, intrusive, in poor taste, or otherwise objectionable are not to be brought to camp. These include weapons of any kind other than a small "Swiss Army" type pocketknife; i.e. Bowie or other large knives, guns of any kind (Beebe guns, paint ball guns, potato guns, etc.), slingshots, or electronic equipment, other than a personal music device such as a walkman, discman, mp3 player or iPod. Cell phones are not permitted for campers or CiT's. Staff may only use theirs on days off or at night at time off. They may not be used as alarm clocks or kept in the cabin. Pornographic or other offensive printed material and offensive t-shirts (those with swears, offensive symbols, etc.) are also prohibited. If you have any doubt about an item call up the Director and ask for clarification; if you are not comfortable doing so because of the content or nature of the item about which you are wondering, **DO NOT BRING IT.**

Food should also be left at home. Campers and staff are asked not to bring additional food with them. Candy and soda are strictly prohibited. If a staff member wants, or needs, extra food s/he can store it in the refrigerator in the Staff House. No food is allowed in the cabins. There is too great a possibility of rodents or insects living in and around the cabin that may cause a health or safety risk.

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• *Timeliness/ Time on Duty* •

Staff should arrive at their program area prior to the arrival of campers. All planning and preparation should be completed and staff should be awake, alert and ready to go. All programs must start on time and run the complete expected length of the period. Do not dismiss campers before the bell (except 5 minutes early to walk up from the waterfront) because there is no supervision in the cabins during this time. There are, of course, limitations and extenuating circumstances that affect even the best planned activities. It is understood that things will not always go smoothly or according to plans. Outside of scheduled time off (one hour per day), staff is on duty throughout the day. Free periods/ breaks/ meals for campers are not free periods for staff and all staff on duty should continue to supervise and interact with campers. If, as a staff member, you find yourself isolated, or at any point separated from campers and other staff during these times it is your responsibility, not that of your supervisor, to reinsert yourself into the activity or resume normal, expected responsibilities. If this is proving problematic for you on a regular basis approach your supervisor for guidance and assistance.

All staff should begin and end days off in a timely manner. This applies to planning, packing and leaving for days off in the evening. These things should be done during your hour off or when your time off begins and should not affect your last hours or minutes on duty. Similarly, returning from time off should occur in an appropriate fashion and in good faith. Staff is expected to be with the campers and working when their day or time off ends. This does not mean you are due back in camp at that time. Staff should arrive before time off ends, unpack, refocus and prepare to begin general duties.

• *Program Participation* •

Attendance at all scheduled programs, participation in, and cooperation with other staff members and staff leadership is required at all times. If, at any time, a staff member has a problem with a scheduled activity for any reason they should approach their supervisor in a mature and appropriate manner at an appropriate time. Unless it is a safety concern, the appropriate time would not be in the middle of an activity. Collect your thoughts and approach the appropriate person in supervision, if it can wait that long, or sooner at a more private and quieter time. Counselors are responsible for ensuring that campers participate in all sessions of the planned program activities, unless excused by the Camp Nurse or the Director. The best way to ensure that campers participate in all camp activities is to participate and be enthusiastic yourself. Get in there and “get your hands dirty.” Staff members should be the first, and most excited, participants!

• *Supervision* •

All staff members will receive weekly supervision from their direct supervisor. This is an important aspect of the Hawkeye program as it provides immediate and ongoing feedback for counselors throughout the session. Weekly meetings will last up to an hour in length and include time for discussing counselor and supervisory questions, praise, and concerns. Evaluations will also be given at the conclusion of the session during that week’s supervision period. These will include numerical and descriptive feedback on the part of both the counselor and supervisor.

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- I agree to act in a way that maintains the health and safety of all campers, CiT's and staff at camp. I will use good judgment at all times and not tamper with fire extinguishers or smoke detectors.
- I agree to refrain from any type of physical or mental harassment including hazing at any time during or after camp and will speak up against such behavior if I witness it or it is directed at me.
- I agree not to possess or use drugs or alcohol of any kind nor to promote or partake in consumption at camp.
- I agree to turn over all prescription and over the counter medication to the Camp Nurse and use them only under his/her care and direction.
- I agree not to use tobacco products of any kind on camp property and to keep that which I possess locked in a car.
- I agree not to have unannounced visitors including friends that live in the area of camp.
- I agree to act "above reproach" while on any out-of-camp trip as well as remain alert and focused because I understand that we cannot predict the behavior of non-camp individuals and groups.
- I agree not to pursue, initiate, or engage in romantic relationships with campers, Junior Counselors, or CiT's, during or after camp, and to report such advances to the Camp Director.
- I agree to abide by both the Camp Sexual Harassment Policy as well as the Internet Use Policy at and after camp.
- I agree to remain on camp throughout the session unless during scheduled "time off" or instructed to leave as part of an approved out-of-camp trip with a Trip Leader and/or other staff.
- I agree to respect all of the physical facilities at camp. This means I will not, nor allow others to, graffiti or otherwise vandalize cabins, walls, buildings, or other camp equipment or structures.
- I agree to leave at home any and all prohibited items including, but not limited to, weapons, offensive clothing and other materials. In addition I agree to keep and use electronic devices and cell phones on my time off only.
- I agree to be prepared for, be on time for, and participate fully in all camp programs and activities.
- I agree to dress appropriately for all programs and activities recognizing my job as a role model for campers.
- I agree to approach all activities, programs, and situations with a positive attitude and open mind.
- I agree to email or call the Camp Director, Garrett, if I have any questions about these guidelines.

I certify I have read the Code of Conduct and agree to abide by the conditions as a counselor at Camp Hawkeye.

Staff Signature: _____ Date: _____

Printed Name: _____ Parent Signature (if under 18): _____

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