Blue Lake Fine Arts Camp
Employee Policies and Standards

Conduct Policies

Blue Lake Fine Arts Camp and our camper families expect staff and faculty to be positive role models and mentors who provide a professional, safe, nurturing, and fun environment for our campers. To this end, Blue Lake Fine Arts Camp maintains clear expectations regarding professional conduct, including appearance standards, uniform regulations, and policies regulating personal behavior, interactions with others, and the use of alcohol, drugs, and social media. Blue Lake staff and faculty are expected to endorse, support, and follow these policies. We suggest that you carefully consider these expectations, along with your personal commitment to them, before applying to work with us this summer.

Blue Lake Fine Arts Camp staff members serve as the primary instruments through which the objectives, goals, and philosophy of the camp are transmitted to our campers. Because Blue Lake is a summer school for elementary, junior high, and high school students, it is essential that employees, who are viewed as figures of authority, act accordingly by demonstrating professionalism and setting positive examples as role models.

Employees are expected to:

- Understand and faithfully interpret the organization's mission and objectives in their professional interactions with colleagues and participants.
- Conduct themselves in a professional manner, demonstrate high ethical values, and recognize that they are role models for young students. Staff members are further expected to recognize that their actions and behavior off-camp reflect upon the organization.
- Be truthful, honest, and fair in communication and interaction with others
- Refrain from abusive, offensive, or inappropriate language, physical contact, or aggressive actions in dealing with campers and colleagues.
- Refrain from imposing personal, sociopolitical, or religious viewpoints or beliefs on others.
- Accept the challenge of motivating students through teaching them new skills and concepts, increasing their awareness of and responsibility to others, and helping them gain in self-confidence.
- Be accepting of all campers and colleagues, regardless of race, religion, age, gender, national or ethnic origin, sexual orientation, gender expression or identity, mental or physical ability.

Uniform and Appearance Standards

Blue Lake's campus is a classroom, where employees, regardless of job, duty, or title, are always surrounded by students. An employee's performance, actions, attitude, and appearance are direct reflections of the quality of Blue Lake Fine Arts Camp and its programs. Employees are therefore expected to maintain a professional appearance through attire, grooming, and hygiene at any time while working. Employees may be asked to cover tattoos or remove piercings if they are not representative of the policy stated below.

Uniform: Employees are required to wear the Blue Lake uniform when working on campus, except when within their residential housing area. (One official uniform shirt is provided for free, and subsequent shirts and sweater are available at a discounted price. The remainder of the uniform is supplied by the employee). Uniform guidelines are provided within contract materials.

Hairstyles: Hairstyles and facial hair should be clean, neatly groomed, and well maintained. Extreme non-natural hair colorings are not permitted.

Piercings: Facial or body piercings, alteration, or modification that detract from a professional environment are prohibited. Examples include but are not limited to: extreme facial piercings, body piercing, septum piercing, oral piercings (tooth, gum, tongue piercing), tongue splitting, tooth filing, earlobe expansion, branding, and disfiguring

skin implants. Employees may maintain basic earrings, discreet facial piercings (single micro studs or thin rings), spacers, retainers, or plugs in body piercings.

Tattoos: Visible tattoos are permitted, with the exception of coverage of full body, arm, or leg; or placement on face, head, or neck. Fabric tattoo sleeves, white long sleeved t-shirts under uniform, or pants may be worn for coverage of full arm or leg tattoos.

Displays: Examples of displays include but are not limited to: tattoos, t-shirts/clothing, pins, stickers, flags, posters, signs. Employees may not wear or display anything that depicts nudity; offensive or inappropriate language or images; represents themes of violence, sexuality, drugs or alcohol; hate speech or groups; or any other references that may be considered offensive, harassing, or otherwise inappropriate for working with youth in an educational setting. Anything that does not promote a professional environment or is contrary to the objective of creating an atmosphere free from distractions will not be permitted.

Cell Phone Policy

One of Blue Lake's objectives in serving campers is to provide an isolated environment away from typical daily distractions, allowing students to focus on their arts experience. Therefore, campers are not permitted to bring cell phones to camp. While employees are permitted to have cell phones on campus, usage must remain extremely limited, discrete, and in the spirit of the camp's objectives. Employee cell phones should always remain in silent mode or off, stored away from view, and may not be used during classes, work times, or when interacting with or around campers. Cell phone usage is limited to time off and breaks away from campers.

Internet and Social Networking Policy

If an individual chooses to identify themselves as an employee of Blue Lake Fine Arts Camp on social media, websites, or blogs, readers may view the employee as a representative or spokesperson of the organization. In light of this possibility, Blue Lake requires, as a condition of employment, that employees observe the following guidelines when referring to the organization, its programs or activities, its campers, and/or other employees. Any employee found to be in violation of any portion of this Internet and Social Networking Policy will be subject to immediate disciplinary action, up to and including termination of employment.

Employees are expected to:

- Be respectful in all communications, content, posts, and blogs related to or referencing the organization, its programs or activities, campers, and/or other employees.
- Refrain from using obscenities, profanity, or vulgar language or images;
- Refrain from disparaging the organization, participants, or other employees;
- Refrain from friending, tagging, identifying, or posting images of campers or program participants.
- Refrain from harassment or bullying. Behaviors that constitute harassment and bullying include, but are not limited to: derogatory content with respect to race, religion, gender, sexual orientation or identity, color, or disability; sexually suggestive, humiliating, or demeaning content; intimidation, humiliation, or threats to stalk, haze, or physically injure another employee or participant.
- Refrain from using posts or content to promote conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, harassment, and bullying.
- The use of Blue Lake Fine Arts Camp's copyrighted name or logo is not allowed without written permission.

Alcohol, Tobacco Products, Marijuana, and Illegal Drugs

Michigan Law states that it is illegal for persons under the age of 21 to consume alcohol. Staff members, regardless of age, are not permitted to store or consume alcoholic beverages on the campus of Blue Lake Fine Arts Camp. Faculty members are not permitted to store or consume alcoholic beverages within the camper and general areas of Blue Lake Fine Arts Camp. While in camp uniform, employees are prohibited from visiting any establishment that serves alcohol.

Employees are not permitted to store or consume marijuana products (including edibles) or illegal drugs on the campus of Blue Lake Fine Arts Camp. Any illegal drug use, whether on camp or off, will be reported to authorities.

Employees are permitted to use tobacco or nicotine products in designated areas only. This includes vape products. All Blue Lake Fine Arts Camp facilities and grounds, including housing units, are smoke-free environments. Time available for breaks is extremely limited.

Personal Relationships

Public displays of affection are not permitted on camp. Employees may not be in housing units unless necessitated by a job assignment. Staff members are not permitted to socialize with other staff members in their cabins or units at any time, including session-breaks.

Other Important Policies

Personal Contact Information: Employees are not permitted to share personal contact information (address, phone, email, social handles) with campers. Students who wish to remain in contact with employees following camp are encouraged to have their parents contact Blue Lake for information. Employee contact information will not be distributed without the employee's consent.

Driving on Campus: When driving, the speed limit throughout the grounds of Blue Lake's campus is 10 mph. Pedestrians have the right-of-way throughout the campus. Employees are expected to park in designated areas only. Staff members are expected to walk to/from activities with their campers, and are strictly forbidden to drive to meals, concerts, or events unless physically impaired.

Work Schedule: Employees are expected to adhere to their work schedules at all times.

Vandalism: Vandalism, including destruction of property, theft, and graffiti, is not tolerated.

Use of Faculty Village: Counseling Staff members are not permitted in Faculty Village after 9:00pm (corresponding with designated time off), and are not permitted to eat meals or do laundry at Kresge Lodge in Faculty Village.

Housing: Non-counseling staff members or other employees are not permitted in camper housing units at any time unless it is necessary to perform a job-related duty.

Noise: Radios, car stereos, and portable speakers must be maintained at a low volume level at all times.