



Policies and Expectations Youth Leadership Jacksonville CLASS 2022

Attendance Policy

Attendance at the entire Youth Leadership Jacksonville (YLJ) Opening Retreat, August 20-21, is MANDATORY.

- If the need to withdraw from the program is communicated at least one month prior to the Opening Retreat, there will be full reimbursement of any tuition paid.
- If such need occurs during the month before the retreat, reimbursement will only be made if the spot can be filled by an Alternate. If no Alternate is available, an adjusted refund will be made of 50% of the agreed upon tuition.
- In the event that a participant fails to attend the retreat, withdraws or is terminated from the program after the retreat, no refund will be given.

Successful completion of the YLJ program requires class member's full participation at all program days.

- Class members are expected to make whatever arrangements are necessary to be on time for programs and leave after completion of programs. Because of the disruption and safety concerns involved with students coming late or leaving early, **students cannot join the program late or leave early.**
- **More than two absences will result in termination.**

Social Media Standards

The name, marks, and the logos of Leadership Jacksonville (LJ) and YLJ are solely owned by Leadership Jacksonville and all rights are reserved.

All members of YLJ are encouraged to maintain the highest standards on their own personal social media pages and expected to do so whenever there is any reference to LJ and YLJ.

LJ has established a private, members-only Facebook site for YLJ which will be administered by the LJ staff or their designee(s). Only members of YLJ and staff are eligible to be admitted as members. Information and discussions held on these sites will not be open to the public. All material on the site will maintain the high standards of Leadership Jacksonville. The LJ administrator will remove any unauthorized users and/or inappropriate posts.

Leadership Jacksonville is the only entity authorized to create and maintain public social media sites or web pages in the name of Leadership Jacksonville (LJ) or Youth Leadership Jacksonville (YLJ).

If members of YLJ Class 2022 create a GroupMe or similar site for additional intraclass communication, the Youth Programs Director must be a member of the group.

All critical Program Day materials will be sent to the YLJ class member's e-mail. Social Media sites will not be used to convey this important information. Therefore, it is critical that class members check their e-mails frequently and provide updated email addresses to YLJ.

Expectations

YLJ has high expectations of participants. To make sure that there is no confusion about expected standards of conduct, you should be aware of several policies. First you are participating with the approval of your school and must, therefore, abide by the same rules and regulations set forth by participating schools or school systems. Second, parents will be notified of any misconduct while participating in YLJ. In addition to the Attendance Policy and Social Media Standards outlined in this document, all participants are expected to abide by the following:

1. Utilize only the transportation and facilities provided by Youth Leadership Jacksonville, (any requirement for transportation other than that provided by YLJ must be approved in advance by the Youth Programs Director).
2. Turn off (including texting) and store cellphones while participating in YLJ programs.
3. Show respect to speakers, guests, program staff and volunteers.
4. Respond promptly to mailings, phone calls and e-mails.

Program Participant Code of Conduct for Youth Leadership Jacksonville

All Leadership Jacksonville program participants will receive a copy of this code of conduct and are required to acknowledge receipt. The code is prepared in accordance with and governed by Leadership Jacksonville's Behavior Code of Conduct and Abuse Prevention Policy, adopted December 2017. The policy establishes how Leadership Jacksonville will do everything in its power to prevent the physical, emotional or sexual abuse of program participants, volunteers and employees. Leadership Jacksonville seeks to create a welcoming and safe environment and has zero tolerance for those whose actions may jeopardize the safety or health of participants, volunteers or employees.

While a participant in Youth Leadership Jacksonville, I agree that:

1. I will treat all with respect and consideration. Treatment must be fair and equal and must not be based on gender, religion, race, national origin, disability, marital or familial status, sexual orientation, income level or occupation.
2. I will not use harsh, inappropriate or degrading language.
3. I will not use profanity, inappropriate jokes or any kind of harassment in the presence of other program participants, volunteers or employees.
4. I will not participate or allow others to engage in any form of hazing.
5. While representing Leadership Jacksonville or participating in the program, I will not possess, distribute, use or allow others to use illegal drugs; or serve alcohol to any underage person.
6. Smoking or use of tobacco (including vape pens) is prohibited at all times.
7. Possession of any type of weapon or explosive device during a Leadership Jacksonville activity by program participants, volunteers or employees is prohibited except those members of law

enforcement properly permitted by Florida Statutes may carry their licensed weapon unless otherwise prohibited by the site of the program or activity.

8. I will not have non-consensual contact with participants, volunteers or employees.
9. I will refrain from inappropriate, intimate displays of affection towards others in the presence of program participants, volunteers, and employees.
10. Possession or use of illicit, pornographic or sexually oriented materials during program days and retreats is prohibited.
11. In no event shall a program participant be allowed to visit the residence of an employee or program volunteer without the written permission of a parent or guardian, unless the program participant is a family member of the employee or volunteer or in the company and supervision of their parent or guardian.
12. Program participants are required to report any activity in violation of the Code of Conduct to the Chief Executive Officer or President of the Board of Directors of Leadership Jacksonville

COVID-19 Policy

Philosophical Statement

Leadership Jacksonville is monitoring the situation around COVID-19 to ensure that it is taking necessary measures to best protect the health and well-being of class members, volunteers and staff. This includes paying close attention to official recommendations. Leadership Jacksonville acknowledges that the situation is fluid and could be very different over time. Decisions and policies will be made and updated informed by the information that is available at the time. These policies will remain flexible for modification should local, state or federal guidelines changes.

Potential Exposures

Individuals are asked to not participate in a Leadership Jacksonville program if in the 14 days immediately preceding the program they have:

- Traveled to a foreign country
- Been around anyone who has COVID-19
- Been to an event where more than 250 people were in attendance

This list of potential exposures is fluid and subject to change over time.

Hygiene Practices

Personal hygiene will be constantly reinforced to all who are participating with an in-person Leadership Jacksonville event. There will be signage, reinforcement, and general availability of locations to wash and/or sanitize hands. Leadership Jacksonville will work with all program location managers to verify that the facilities have had regular cleaning and deep cleaning protocols. The protocols will be facility specific.

COVID Symptom Management

Arrival for Leadership Jacksonville events will begin with a health check which will include taking temperature and checking for COVID symptoms. This includes all participants, volunteers and staff. All individuals who are deemed to have a fever (100.4 or higher) will be required to leave the program and to be cleared to return by a physician or a negative test for COVID. The list of COVID symptoms is subject to change but the wide range includes fever or chills, cough, shortness of breath or difficulty breathing, fatigue, new loss of taste or smell, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Individuals who are experiencing symptoms should not attend in person and those who report symptoms at screening will be asked to leave.

Positive COVID Test

If any participant, volunteer or staff member tests positive for COVID, they are asked to self-report immediately to the Leadership Jacksonville Chief Executive Officer and follow appropriate protocols in effect at that time. Our strategy is to quickly identify those who may have come in contact with an individual who tests positive. Protocols for quarantine and return to the program for an individual who tests positive and for those with whom they have come in contact will be determined based on guidelines at that point in time.

Mask Usage and Physical Distancing

Based on current guidelines all persons will be required to use masks when participating in an in-person Leadership Jacksonville indoor activity, except while eating and/or drinking. At that time six-foot physical distancing will be in force.

Leadership Jacksonville will provide all participants with a reusable, washable mask for their use and individuals are asked to bring this or a mask of their own choosing with them to all in-person activities. Extra masks will be available if required.

At all times participants will be encouraged to maintain six-foot physical distancing. All participants must avoid physical contact with others and shall direct others to increase personal space to at least six feet, where possible. Occupancy requirements will be managed appropriately to allow for adequate social distancing in host site spaces including retreats, program days and other gatherings.

Calendar and Schedules during COVID-19 Pandemic

Dates previously published by Leadership Jacksonville for retreats, program days, orientations, events and meetings will to the fullest extent possible remain on the originally scheduled calendar day with a likely combination of in-person and virtual elements, depending on current local COVID-19 data and the type of program. All program date changes, delivery type and locations will be communicated to attendees as soon as possible, again recognizing the fluid nature of the pandemic and the possibility that changes might continue to be made. Leadership Jacksonville recognizes that virtual program elements are very different from in-person experiences and will make every effort to provide programs and activities that are as comparable as possible to in-person programs, including allowing adult class members to take part in some activities beyond the originally scheduled program year.