

## **CODES OF CONDUCT COVERING EMPLOYEE AND STUDENT INTERACTIONS**

### **Respect for the Student**

We are committed to positive, optimistic interaction, a cooperative spirit, a nurturing of independence, recognition of individuality, and trust in the school's mission. We do not condone sarcasm, teasing, condescension, or shaming students in front of their peers.

### **Standards of Student Conduct**

We enforce clear, consistent standards of conduct, and recognize that a positive, organized, and enthusiastic environment minimizes negative behavior. All faculty and staff are expected to assume responsibility for the correction of any observed lapse of courtesy, whether on the playing field, in the classroom, or on campus.

### **Confidentiality**

We honor the confidentiality of personal information about students and their families, internal organizational matters, and individual faculty and staff matters. All academic and disciplinary records, files, conversations, and conferences held for the benefit of students should remain strictly confidential. However, situations that indicate a threat to a student's own or any other person's physical or emotional well-being must be reported to the Head of School. The Head of School and/or the appropriate administrator will keep all such communications as confidential as possible while still maintaining the safety and health of the student and the school's community.

### **Use of Social Media**

We do not friend or connect with students on social media, other than in groups necessary to do our jobs. We avoid telephone calls or text conversations with individual students unless necessary for students safety while off campus for a class or other school sponsored activity. If individual student texting is necessary, we include another adult in the messaging. Emailing from our school account is preferred when contacting individual students.

### **Reporting Requirements**

We shall take all necessary steps to comply with our obligations under the Child Abuse and Neglect Reporting Act (mandated reporter requirements). We inform an administrator of any activity that may be observed between an adult and a student that appears to be inappropriate. The school has the right to investigate employee compliance with these codes of conduct, even if no report has been made. If an employee becomes involved in a difficult situation or an employee becomes aware of another employee crossing into inappropriate areas with a student, the employee should seek advice or report the matter to an administrator.

**Other Interactions**

We require all employees and other adults in the school's community to maintain appropriate boundaries in their relationships with students. If we find ourselves alone in a space with a student, we make sure that the space is visible to the public or that the door is open; otherwise, we move to a more public location. If a space with adequate visibility is not available, we find another adult to be present. We do not drive individual students without prior parent approval and only for school sponsored activities. We do not meet with individual students off campus socially. We do not touch or hug students in non-public locations. We do not share jokes with students that, whether sexual, cultural, or otherwise, might be considered inappropriate. We expect the same of anyone in the school's community.

I have read and understand this Professional Expectations section of the Employee Handbook.

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Employee

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Date