

## **Overview of Pertinent Policies and Procedures**

*As it relates to the integrity of interaction with students, volunteers must meet the same expectations as employees.*

### **Staff Ethics and Conduct**

Employees are expected to uphold high standards and treat employees, students, parents, and community members with respect and courtesy. Employees should be role models to students which include their dress and language. Language that may be offensive to others should be avoided. Dress should be in accordance with the dress code and appropriate to the position duties.

### **Drug and Alcohol Free Workplace**

Employees may not be in the possession of, or under the influence of, drugs or alcohol in the workplace which includes school property, school vehicles or any school-sponsored activities.

### **Tobacco Free Workplace**

Employees may not smoke or use tobacco on any school grounds including in school vehicles or in private vehicle on school property.

### **Harassment**

Employees are prohibited from harassing other employees, parents, or students with language or conduct that is sexual in nature or offensive based upon race, color, gender, national origin, religious beliefs, or disabilities. An employee who believes h/she has been harassed should report the incident immediately. Any employee who personally observes or receives a complaint of sexual harassment between students shall promptly report the behavior to the school principal. (See attached Policy ACA and ACAB)

### **Staff-Student Relationships**

At no time may staff members engage in romantic relationships with students. Inappropriate physical or sexual contact with students is grounds for discipline which may include dismissal and criminal action. Attached are suggestions for avoiding false accusations of inappropriate touching or contact with students.

### **Suspected Child Abuse**

School employees are mandated to report suspected child abuse. Suspicions of abuse should not be investigated but forwarded to the school principal for action.

### **Confidential Student Records**

Student information and records must be kept confidential and should be shared on a need to know basis only.

### **Student Discipline**

Physical discipline (corporal punishment) is not allowed in any form for any offense. This includes any physical contact with students for disciplinary action. Threats of use of physical force is not justified in response to verbal abuse, however, a school employee who is responsible for supervising children may use appropriate physical force to the extent necessary for the safety of the employee and students.