

STEVENSON

The Stevenson School Code of Ethical Conduct for Employees in Relation to Students

This Code of Ethical Conduct is intended to provide guidance to all members of the Stevenson community regarding appropriate interactions between adults and students. Although it does not provide an exhaustive list of expectations and prohibited behavior, it should serve as a reminder that the actions of employees should at all times be above reproach, governed by common sense, and taken with the safety and best interests of the students and Stevenson in mind. All employees annually review and sign the Code of Conduct as a condition of employment, and every fall participate in training regarding boundaries and conduct, as well as their obligations as mandated reporters.

General Principles

As adults employed within this learning and teaching community, employees must recognize that employees have responsibilities and duties of care for our students. Employees are required to understand and accept fully the trust placed in them by Stevenson students and their families. Employees must recognize that learning and growth occur best when trust and a sense of security are systemic within the Stevenson community.

In situations that raise concerns about the wellbeing or safety of any member of our community, including employees and students, it is each employee's responsibility to utilize available resources to address the situation urgently.

In light of the above:

- Employees must promote a culture of dignity and respect within the Stevenson community;
- Employees are required to nurture the wellbeing and safety of Stevenson's students at all times, always to be focused on these interests, and ready to act on them;
- Employees acknowledge that the inherent imbalance of power in employees' relationships with students requires all employees to maintain healthy boundaries in our interactions with students. Employees' behavior must adhere to those sections of the Employee Benefits, Policies and Procedures, especially but not only those policies that address the prohibition on all forms of sexual or romantic contact with students.
- In the verbal domain, employees are required to observe appropriate boundaries in spoken and written language and symbolic communication (images, emoticons, emojis, drawings, etc.), including all forms of virtual or electronic communication. Employees are required to comply within this last regard, and uphold the specific clauses of Stevenson's Acceptable Use Policy that refer specifically to electronic communication.

When interacting with students, whether in person or otherwise, employees must therefore at all times and without exception:

- Be alert to the imbalance of power that exists in relationships between adults and students and never abuse it. This imbalance can continue after the student has graduated from Stevenson.

- Establish and maintain healthy boundaries with students and refrain from any conduct that places the interests of the employee or other adults ahead of the student's interests. Conduct themselves as role models for the students.
- Operate in a manner consistent with Stevenson's mission and which reflects well on the school.
- Set appropriate limits with students and encourage their growth, learning, and autonomy.
- Refer students in need of counseling or other health services or attention to the appropriate professional.

In light of the aforementioned behavioral standards, the following stipulations provide specific examples of prohibited conduct:

- Any sexual, romantic or dating relationship with students; any activity with students that could be considered sexual or romantic in nature; or any sexual, romantic or unduly familiar behavior or communications (including inappropriate personal stories and history) with students whether in person or indirectly through the use of email, telephone, social networking or other media.
- Touching students punitively, or in any way that could be construed by the student or others as inappropriately affectionate.
- Engaging in, participating in or condoning in any way the use of alcohol or illegal drugs by students.
- Initiating or accepting personal social network relationship requests with current students or former students/alumni under the age of 18.
- Contributing to or being present with students in any situation where civil law and/or school rules are violated.
- Sharing or disclosing any information concerning a student, other than on a need to know basis, to any person not specifically authorized to receive such information. This includes, but is not limited to, information concerning educational assessments, test scores, grades, behavior, mental or physical health, and family background or finances.

All employees must adhere to the school's expectations in this regard. Any violation of the school's expectations may result in disciplinary action, up to and including termination of employment.