

A. STUDENT SUPERVISION

Employees shall exercise vigilant and watchful care over the conduct and habits of students while under their supervision. Teachers shall hold students accountable for their conduct in the classroom and on the school grounds. Teachers are expected to appropriately respond to situations that warrant adult intervention using their best judgment. Any teacher who does not respond to such a situation shall be subject to disciplinary action.

In the event a student is injured, parents shall be notified and an accident report form completed. Whenever a student becomes critically injured or ill during school hours and in the supervising adult's best judgment requires emergency medical treatment, the following procedures will be followed:

1. Call 911 to request emergency aid. Any instructions issued by the dispatcher will be followed. Paramedics will make the final determination as to whether the student will be transported for emergency medical care.
2. Immediately inform Administration and the Site Manager of the situation.
3. Upon earliest convenience, fill out incident report and submit to Administrator/designee.

All athletic or social activities and study trips, wherever held, when conducted under the name of GPA, or of any class organization thereof, shall be under the general supervision of the school authorities.

Staff members other than designated chaperones are not to attend student dances or other "closed" activities unless approved by the supervising administrator prior to the event.

B. STUDENT CONFIDENTIALITY

Under no circumstances will confidential information be discussed with unauthorized persons. Permission must be granted by Administration before staff can give out student information. Names, addresses, and telephone numbers of students/parents shall not be given unless GPA is obligated by law to release the information. Any meetings or conferences relating to students require careful communication. Staff must be aware of the confidential nature of student records and confidential information in general. Staff may not respond to phone inquiries soliciting confidential information at any time.

C. PROFESSIONAL BOUNDARIES

Guajome Park Academy ("GPA") recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and learning conducive environment possible.

This policy is intended to guide all faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff. Trespassing the boundaries of a student/GPA employee relationship is deemed an abuse of power and a betrayal of public trust. All staff must carefully review this policy along with each of the examples given in the policy related to acceptable and unacceptable employee behavior. (See Examples section below.)

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of providing the examples of acceptable and unacceptable behaviors listed below is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff members must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

DUTY TO REPORT

When any employee becomes aware of another staff member having crossed the boundaries specified in this policy, he or she must speak to this staff member if the violation appears minor, or report the matter to the school administrator. If the observed behavior appears significant, it is the duty of every staff member to immediately report it to an administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the Administrator to investigate and thoroughly report the situation.

USE OF ELECTRONIC MEDIA BY STAFF TO COMMUNICATE WITH STUDENTS

Any participation by any GPA employee with students, including through the use of electronic media or technology, should always be limited to school business. Participation by GPA employees with students in social media such as Facebook, MySpace, Instagram, Twitter, etc., or other similar means, is highly discouraged, and can lead to violations of this policy. Specifically, GPA employees are highly discouraged from inviting students to join social networks and insofar as such behavior occurs, employees will be responsible for any exposure/access by students to inappropriate or unprofessional content, including words or pictures.

EXAMPLES OF SPECIFIC BEHAVIORS

Examples of Unacceptable Behaviors (Violations of this Policy):

(a) Giving gifts to an individual student that are of a personal and intimate nature; (b) Kissing of any kind; (c) Any type of unnecessary physical contact with a student in a private situation; (d) Intentionally being alone with a student away from the school; (e) Making or participating in sexually inappropriate comments; (f) Sexual jokes; (g) Seeking emotional involvement with a student for your benefit; (h) Listening to or telling stories that are sexually oriented; (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding; (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior; (k) Being alone in a room with a student at school with the door closed; (l) Allowing students in your home; (m) Giving students a ride to/from school or school activities.

EXAMPLES OF CAUTIONARY BEHAVIORS

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

(a) Remarks about the physical attributes or development of anyone. (b) Excessive attention toward a particular student. (c) Sending emails, text messages or letters to students if the content is not about school activities.

EXAMPLES OF ACCEPTABLE AND RECOMMENDED BEHAVIORS

(a) Getting school and parental written consent for any after-school activity.
 (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
 (c) E-mails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (communication should be limited to school technology).
 (d) Keeping the door open when alone with a student.
 (e) Keeping reasonable space between you and your students.
 (f) Stopping and correcting students if they cross your own personal boundaries.
 (g) Keeping parents informed when a significant issue develops about a student.
 (h) Keeping after-class discussions with a student professional and brief.
 (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
 (j) Involving your supervisor if conflict arises with the student.
 (k) Informing your Superintendent about situations that have the potential to become more severe.
 (l) Making detailed notes about an incident that could evolve into a more serious situation later.
 (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
 (n) Asking another staff member to be present when you must be alone with a student.
 (o) Giving students praise and recognition without touching them.
 (p) Pats on the back, high fives and handshakes are acceptable.
 (q) Keeping your professional conduct a high priority.
 (r) Asking yourself if your actions are worth your job and career.

COMMITMENT TO STUDENTS/PARENTS

- Create and maintain safe and effective learning environments for students.
- Effectively organize and present subject matter for student learning.
- Provide standards based curriculum and assessments which support our goals and objectives.
- Regularly communicate with and inform parents/guardians of student progress.
- Effectively design, plan, and provide differentiated instruction to all students which reflect innovation and inspiration.
- Engage and support *all* students in learning.
- Systematically evaluate student achievement/performance using a variety of assessment strategies and methodologies.
- Provide tutorial assistance/instruction when appropriate.
- Show respect for all GPA students and parents.
- Support and encourage exemplary student academic and behavioral achievement and expectations.
- Assist in providing a safe learning environment for all students.
- Do not project personal values on others. Recognize and respect the rights and individuality of each student and parent.
- Recognize that a privileged relationship with students exists. Refrain from exploiting that relationship for personal, emotional, and/or ideological gain
- As a teaching professional, you are not a counselor. Carefully consider giving advice on personal issues.
- Student confidentiality must be maintained at all times.
- Do not challenge a parent or student. Simply state the policy or procedure and if they have concerns, refer them to Administration.
- Always arrive to class on time and be prepared.
- Immediately report all incidents of concern to Administration.