American Cooperative School of Tunis
SINCE 1959

ACST COMMON AGREEMENT (EXPECTATIONS OF CONDUCT WITH CHILDREN)

"To ensure the safety of children and the well-being of our school community"

Every individual in the school community should be treated with dignity and respect. As a school, we have a special obligation to children. As such, we promote a safe and positive community. The ACST Common Agreement is a set of written guidelines designed to safeguard children and all members of the school community and ensure safe teaching, behavior, and practice within ACST.

It is our responsibility to promote the welfare of children. As a member of the ACST community,

I will:

- Treat all students with dignity, respect, fairness, and inclusion regardless of their identity, background, abilities, beliefs, culture, language, family structure, gender, sexual identity, nationality, race, ethnicity, religion, or other personal characteristics.
- Foster an environment where students feel safe, valued, supported, and able to fully participate in school life.
- Address behaviors, language, or actions that may cause harm, exclusion, discrimination, harassment, or humiliation to others.
- To the best of my ability, promote the good health, welfare, and safety of all members of our school community and uphold high ethical standards.
- To the best of my ability, ensure the safety of students while they are under my supervision, both on and off campus.
- Comply with all school procedures and guidelines related to student safety, supervision, chaperoning, and coaching.
- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Conduct one-on-one meetings with children and/or youth in settings that are open and visible to others; as well as never be alone at school activities without another adult being notified or present.
- Use only school-approved communication platforms to contact or communicate with students
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth, while also adhering to the school's policies on student discipline.
- Maintain appropriate physical boundaries at all times and touch children, when necessary, only in ways that are appropriate, public, and non-sexual.
- Maintain appropriate emotional, sexual, and digital boundaries at all times.
- Cooperate fully with any inquiry or investigation into the suspected harm or abuse of children or youth, regardless of the parties involved.
- Avoid transactions with students, parents, or vendors that may be perceived as conflicts of interest.
- Comply fully with the school's policies on anti-harassment, representation and confidentiality standards, safeguarding of property and funds, and the honoring of contracts.
- Comply fully with the school's safeguarding reporting requirements and promptly report concerns, disclosures, boundary violations, suspected abuse, neglect, exploitation, misconduct, or other situations that may impact a student's safety, dignity, or well-being.
- Maintain the confidentiality of all student records, including academic, medical, and disciplinary information, unless disclosure is legally required.

I will not:

- Initiate or encourage any unnecessary or inappropriate physical contact with a student.

ACST
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Online
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Website: www.acst.net

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- Engage in behavior that seeks to build inappropriate emotional or physical closeness with a student, such as giving special favors, creating secret relationships, or using attention, affection, or gifts to develop a relationship that could lead to professional boundary violations.
- Transport students without parental consent unless it is a medical emergency.
- Invite a student to my home or arrange to meet with a student away from school property without parental consent.
- Meet individually with a student in a closed or unobservable setting.
- Use personal communication platforms or accounts (e.g., personal email, personal social media, personal phone numbers) to contact or communicate with students, regardless of whether the communication is related to school activities. All communication must occur through approved school channels.
- Share, post, store, or distribute student images, information, or personal data in ways that are inconsistent with school policy, parental consent, student privacy expectations, or safeguarding principles.
- Post photos or other information about students for non-school-related reasons that could increase the vulnerability of students.
- Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- Furnish, allow access to, or permit the consumption of alcohol, tobacco, illegal drugs, or inappropriate materials by students.
- Accept or give gifts to children or youth without the knowledge of their parents or guardians.
- Engage in discrimination, harassment, intimidation, stereotyping, exclusion, humiliation, or other forms of identity-based harm toward students or members of the school community.
- Use language, actions, jokes, comments, gestures, or digital communications that demean, marginalize, target, or create an unsafe environment for others based on their identity or personal characteristics.
- Ignore, minimize, or fail to respond appropriately to incidents of identity-based harm that may impact student safety, well-being, dignity, or belonging.

I understand that:

- Electronic communications on school platforms may be subject to monitoring to ensure transparency and student safety.
- All individuals working with children must undergo appropriate background checks, training, and onboarding requirements established by the school prior to assuming responsibilities and during the period of employment.
- Any action inconsistent with this, or failure to take action as mandated by this Common Agreement, may result in disciplinary action up to and including removal from ACST.

I confirm that I have read and understood the **ACST Common Agreement** and agree to follow the above standards of practice.

Print Full Name: _____

Signature: _____

Date: _____

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