

ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

4102 EMPLOYEE CODE OF CONDUCT

Purpose

At Entheos Academy, we recognize that:

- A. All students are entitled to receive an education in a safe, secure environment.
- B. All teachers have the right to practice in an environment of professionalism and mutual respect.
- C. All parents have the right to expect professional and appropriate behavior from all those involved with the public education of their child.

The following policies are designed to protect the rights of students, parents and teachers. They are also designed to ensure student safety and safeguard teachers from the unfortunate occurrences of misinterpretation of conduct, or false allegations of wrong-doing.

Definition

- I. “Boundary Violation” Crossing verbal, physical, emotional, or social lines that staff must maintain in order to ensure structure, security, and predictability in an educational environment.
 - A. Boundary violation may include the following, depending on the circumstances:
 1. isolated, one-on-one interactions with a student out of the line of sight of others;
 2. meeting with a student in rooms with covered or blocked windows;
 3. telling risqué jokes to, or in the presence of a student; d) employing favoritism to a student;
 4. giving gifts to specific students;
 5. staff member initiated frontal hugging or other uninvited touching;
 6. photographing an individual student for a non-educational purpose or use;
 7. engaging in inappropriate or unprofessional contact outside of educational program activities;
 8. exchanging personal email or phone numbers with a student;
 9. Being connected or interacting privately with a student through social media, computer, or handheld devices; and
 10. discussing an employee’s personal life or personal issues with a student.

4102 Employee Code of Conduct

- B. Boundary violation does not include:
 - 1. offering praise, encouragement, or acknowledgment;
 - 2. offering rewards available to all who achieve;
 - 3. asking permission to touch for necessary purposes;
 - 4. giving a pat on the back or a shoulder;
 - 5. giving a side hug;
 - 6. giving a handshake or high five;
 - 7. offering warmth and kindness;
 - 8. utilizing public social media alerts to groups of students and parents; or
 - 9. contact permitted by an IEP or 504 plan
- II. “Grooming” Befriending and establishing an emotional connection with a child or a child's family to lower the child's inhibitions for emotional, physical, or sexual abuse.
- III. “Sexual Conduct” Includes any sexual contact or communication between a staff member and a student including but not limited to:
 - A. “Sexual abuse” the criminal conduct described in Utah Code Ann. §76-5-404.1(2)
- IV. “Sexual battery” the criminal conduct described in Utah Code Ann. §76-9-702.1
- V. A staff member and student sharing any sexually explicit or lewd communication, image, or photograph.
- VI. “Staff Member” An employee, contractor, or volunteer with unsupervised access to students.
- VII. “Student” Any child under the age of 18, regardless of their enrollment status in a public school, or any individual aged 18 and over if still enrolled in a public school.

Policy

- I. Staff members shall act in a way that acknowledges and reflects their inherent positions of authority and influence over students.
- I. Teacher- Student relationships:
 - A. Staff members shall recognize and maintain appropriate personal boundaries in teaching, supervising and interacting with students and shall avoid boundary violations including behavior that could reasonably be considered grooming or lead to even an appearance of impropriety.
 - B. A staff member may not subject a student to any form of abuse including but not limited to:
 - 1. physical abuse;
 - 2. verbal abuse;
 - 3. sexual abuse; or
 - C. mental abuse.
- II. A staff member shall not touch a student in a way that makes a reasonably objective student feel uncomfortable.

4102 Employee Code of Conduct

- III. A staff member shall not engage in any sexual conduct toward or sexual relations with a student including but not limited to:
- A. viewing with a student, or allowing a student to view, pornography or any other sexually explicit or inappropriate images or content, whether video, audio, print, text, or other format;
 - B. sexual battery; or
 - C. sexual assault.
 - a) Corporal Punishment. Any form of physical punishment is prohibited under disciplinary procedures and potentially actionable in law. This also applies to any form of physical response to misbehavior,
2. Private Meetings
- a) Private meetings, by their very nature, increase the risk for possible abuse of students, as well as the opportunity for false allegations against teachers. Teachers and others must therefore recognize this possibility and plan such meetings accordingly.
 - b) Employees shall avoid meeting privately with a student in remote areas of the school, and ensure that whenever possible the door is left open or visual contact with others is maintained. Steps to prevent others entering a room by the use of “Meeting in Progress” are especially likely to be open to misinterpretation. In many cases it will be advisable for another student or adult to be present or in a position to minimize risk during the meeting.
 - c) Under no circumstances should meetings with individual students be arranged off the school premises. This includes the transporting of individual children in private cars.
 - d) Teachers shall not transport students in their private vehicles except on official school trips and in these cases only with multiple students at a time. When transportation of students is necessary and no bus is available, students may be transported by parent volunteers.
 - e) In conjunction with the above policies, all teachers participating in adventure, fieldwork, and/or discovery activities must adhere to all safety and student contact rules as outlined in the adventure policy. These rules will be strictly enforced. We have a zero-tolerance policy when it comes to unsafe behavior on adventure, fieldwork and/or discovery activities, and failure to comply with all policies will result in loss of employment.
3. Personal Letters and Communication

4102 Employee Code of Conduct

- a) Staff member communications with students, whether verbal or electronic, shall be professional and avoid boundary violations.
 - b) Except for school approved communication channels, the following forms of contact/communication between teachers and students are not appropriate, and shall be avoided by all members of Entheos staff:
 - (1) Text messaging
 - (2) Instant messaging
 - (3) Phone contact between teacher and student's private cell phone
 - (4) Any form of online communication via social networks (i.e. Facebook, Instagram, etc.), chat rooms, private emails, etc.
 - c) A staff member shall not provide gifts, special favors, or preferential treatment to a student or group of students.
 - d) This policy is not intended to curtail the use of email to communicate with parents, and whole families regarding class-wide or school-wide programs, projects and assignments. Nor is it intended to prohibit use of email communication between parents and teachers regarding student performance/evaluation.
4. Teaching Materials
- a) The use of books, videos and films of an explicit or sensitive nature, particularly in relation to language or sexual behavior are prohibited. Films should carry a rating no higher than "G" for general audiences and should make clear curriculum connections. However it still must be a film for general audiences. If there is a compelling reason to show an educational clip, video or film with higher than a "G" rating then permission of the students' parents and the director is required.
 - b) Teachers will submit to the Director a list of books if they are to be read in class by everyone. This also pertains to any books read by a small group of students together as part of a class assignment.
5. A staff member shall not discriminate against a student on the basis of sex, religion, national origin, gender identity, sexual orientation, or any other prohibited class.
6. A staff member may not use or be under the influence of alcohol or illegal substances during work hours on school property or at school sponsored events while acting as a staff member. Additionally, a staff member may

4102 Employee Code of Conduct

not use any form of tobacco or electronic cigarettes on school property or at school sponsored activities in an employment capacity.

- a) A staff member shall cooperate in any investigation concerning allegations of actions, conduct, or communications that if proven, would violate this policy.
 - b) Entheos Academy recognizes that familial relationships between a staff member and a student may provide for exceptions to certain provisions of this policy.
 - c) Conduct prohibited by this policy is considered a violation of this policy regardless of whether the student may have consented.
 - d) All employees are expected to follow the communications policy approved by the Board.
7. Staff-Staff Interactions:
- a) Entheos Academy requires that employees protect Entheos Academy information and avoid activities or relationships, which do or could improperly influence their decisions, actions on the job, the property of Entheos or it's reputation.
 - b) Staff to staff interactions are subject to the Conflicts of Interest Policy and Employee Harassment Policy.
 - (1) Intimate relationships, beyond professional interactions, between two or more staff members, shall be disclosed to Human Resources.
 - c) Entheos prohibits intimate relationships between supervisors and subordinates.

Reporting

- I. A staff member who has reason to believe there has been a violation of this policy shall immediately report such conduct to an appropriate supervisor or school administrator. If a staff member has reason to believe a school administrator has violated this policy, the staff member shall immediately report the conduct to the administrator's supervisor.
- II. In addition to the obligation to report suspected child abuse or neglect to law enforcement or the Division of Child and Family Services under Utah Code Ann. §62A- 4a-403:
 - d) a staff member who has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately report the belief and all other relevant information to the school administrator, or to Entheos Academy administration;
 - e) a school administrator who has received a report or who otherwise has reasonable cause to believe that a student may have been

4102 Employee Code of Conduct

physically or sexually abused by a school staff member shall immediately inform the Entheos Academy administration of the reported abuse; and

- f) if the staff member suspected to have abused a student holds a professional educator license issued by the Utah State Board of Education, the Entheos Academy administration shall immediately report that information to the Utah Professional Practices Advisory Commission;
 - g) a person who makes a report under this subsection in good faith shall be immune from civil or criminal liability that might otherwise arise by reason of that report.
8. A staff member who has knowledge of suspected incidents of bullying shall immediately notify the student's building administrator in compliance with Entheos Academy Policy.
 9. Failing to report suspected misconduct as required herein is a violation of this policy, the Utah Educator Standards, and in some instances, state law, and may result in disciplinary action.