

## Conduct Standards

Conduct of all employees shall be consistent with accepted standards of behavior and decorum. Relationships with students and other persons shall be in accordance with professional standards at all times. Conduct off the job should reflect positively on Sea Crest School. Appropriate public personal behavior and loyalty to the organization should be strictly observed. Nothing in this provision alters the at-will nature of employment at Sea Crest School. The School reserves the right to discipline or dismiss any employee for violating any of the terms, conditions, or covenants set forth herein or in the Employment Agreement.

## Attention to Duties

**Staff may not leave children unattended for any reason.** Staff must arrange for coverage if they need to leave the classroom.

Staff may not report to work in an unfit condition, including being under the influence of alcohol or other drugs, which impair the ability to perform regular duties and responsibilities and/or which is a hazard to the safety or welfare of oneself or others.

Staff may not interfere with the work performance of any employee(s), delay, or otherwise impede the performance of services to be rendered to our students, influence, or attempt to influence others to so interfere.

## Professional Boundaries

- Emails, phone calls and communications with students must be professional and pertain to school activities or classes
- Stop and correct students if they cross personal boundaries
- Keep after-school discussions with a student professional and brief
- Keep reasonable space with students
- Give students praise and recognition without touching them. High fives, fist bumps and handshakes are acceptable.
- Keep the door open when alone with a student unless needed due to private nature of conversation (i.e. bullying)
- If the topic of the meeting is sensitive, have another adult present. If none available, contact parents directly afterwards
- Ask for advice from administrators if found in a difficult situation related to boundaries
- Recognize the responsibility to stop unacceptable behavior of students or co-workers
- Make detailed notes about an incident that could evolve into a more serious situation later.

## Corporal Punishment

Sea Crest School believes that dignity and self-worth are integral components of the learning process and that corporal punishment as defined herein is counterproductive to these concepts.

Corporal punishment is defined as the predetermined infliction of a physical penalty upon a

student because of an act of disobedience or other offense for the purpose of changing the behavior of the student.

The use of corporal punishment as defined above shall be prohibited in the School or at School-related activities.

This policy shall not be construed to prohibit the use of reasonable force or physical restraint against a student when it is essential for self-defense, protection of a student's welfare or another person's welfare, the safeguarding of school property, or the preservation of order.