

From Summerfield's Employee Handbook, 2016

Employee Conduct

As employees of SWSF, we seek to act in a responsible and professional manner in relationships with students, parents and the community at large in order to carry out our mission. We must display high standards of morality and ethics in our functions, striving to earn the confidence of those with whom we work: colleagues, students, parents, vendors or other professionals.

Respect towards Colleagues

It is agreed that employees of SWSF will treat others with mutual respect and courtesy when disagreements arise. Employees are expected to behave in a professional manner, being courteous and respectful towards others. Employees should refrain from gossip and coalition-building and strive to resolve differences, asking for outside help or participating in required mediation when necessary. If you act in these or other unacceptable ways, you may be counseled by the Section Coordinator, Supervisor and/or the Governance Council, and an investigation may be conducted. Results of the investigation may include, but not be limited to, a report in your personnel file, warning or suspension or other disciplinary status, and dismissal.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further SWSF's objectives. The following conduct is prohibited and will not be tolerated by SWSF. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, and employee/parent/student welfare also may be prohibited and will result in disciplinary action up to and including termination.

- Violating the Teacher-Student Boundary Guidelines;
- Falsifying employment records, employment information, or other Summerfield records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any SWSF property, or the property of any employee or other community member;
- Removing or borrowing Summerfield property without prior authorization;
- Unauthorized use or misuse of Summerfield equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on SWSF property;
- Participating in horseplay or practical jokes while scheduled to work or on SWSF premises;
- Carrying firearms or any other dangerous weapons on SWSF premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on SWSF property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions

of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;

- Using abusive, threatening or intimidating language at any time on SWSF premises;
- Violation of punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy;
- Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods;
- Failing to observe working schedules, including rest and lunch periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or SWSF policy, rule, procedure or violation of the Summerfield's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the Summerfield's anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter Summerfield's policy of at-will employment. Either you or Summerfield remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Working Teacher-Student Boundary Guidelines

In addition to the prohibited behavior mandated by State law and outlined in the Non-Discrimination and Anti-Harassment Policy of this Handbook, SWSF employees, volunteers, employees of contracted service providers and independent contractors working at SWSF are required to comply with the boundary guidelines set forth below:

- Avoid behavior that may have the appearance of impropriety if observed by others.
- Avoid being alone with a student in a non-public space or a room with a closed door. It is expected that SWSF faculty and staff may need to meet with students for school-related purposes outside of classroom-time and that some of those meetings will involve one-on-one meetings. Any such private meeting with a student should, whenever possible, occur with the door open. If the circumstances require the door to be closed because additional privacy is needed, the meeting should be in a room with a window in the door which should remain uncovered and the door to the room should remain unlocked.
- Be mindful when using student bathrooms. Never be in a bathroom stall with a student with the door closed.
- Never discipline students in any physical manner.
- Never lavish inappropriate attention on a student, including giving inappropriate gifts.

- Never converse with students about their sexual lives except for an educational, health, or safety-related purpose, nor should they reveal to students details of their own sexual lives or romantic relationships.
- Avoid sharing other inappropriate details about their personal lives to students.
- Always remember they are the students' teacher or advisor and therefore should not engage in peer-like behavior with the students, including over familiar peer-like behavior on electronic social media, such as texting, Facebook, Twitter or other similar social media.
- Never provide alcohol, drugs or cigarettes to a student, nor permit one to drink, use drugs, or smoke in their presence, except where medications have been prescribed.
- Do not have extended affectionate physical contact, including kissing a student on the mouth or touching any intimate part of the body. Any such contact should be limited to a supportive, congratulatory, quick hug, arm squeeze, or pat on the back. Patting of the buttocks with a hand even in an athletic context is considered inappropriate. Note: If a student engages in repeated and/or prolonged physical contact with a SWSF employee, volunteer, or employees of contracted service providers and independent contractors working at SWSF, the adult in question should clearly and firmly discourage such behavior, and if the student persists, the adult should involve a supervisor to assist him or her with the situation.
- Avoid inappropriate physical horseplay, roughhousing, or other inappropriate games with a student.
- Do not direct a student to keep a secret from, or withhold information from, his/her parents or other SWSF employees.
- Avoid allowing students to ride in an employee's personal vehicle alone without written (email will suffice) permission from a parent/guardian. In addition, SWSF employees, volunteers, employees of contracted service providers, and independent contractors working at SWSF should not ride in a student's vehicle. An employee, such as a coach or teacher working late, may consider a phone call with a parent/guardian as authorization for a student to ride in an employee's car in extraordinary circumstances (i.e., no one available at the last minute to bring a child home and parent/guardian is not able to email).
- Avoid being alone with a student in his/her room or tent during overnight trips. It's recommended that employees sleep in a separate room or tent.
- Do not appear unclothed or in their underwear in front of a student. Thus, on overnight trips, employees and volunteers should not walk around outside of their sleeping quarters unclothed or in their underwear.

Oftentimes, boundaries are crossed inadvertently and require nothing more than a reminder to be more mindful in the future. Other times the crossing of a boundary is indicative of a more serious problem and indeed may indicate an inappropriate relationship. Thus, there is a need for SWSF employees to always follow-up upon hearing of the possible crossing of a boundary between a SWSF employee and a SWSF student. **The employee should bring this information to the attention of any Governance Council or Core Group member who will then be responsible for addressing it with the employee who was thought to have crossed the boundary.** Information that a boundary may have been crossed that comes to the attention of a Core Group member or Governance Council Member must be followed up upon whether that information comes to their attention as a result of a direct complaint made to them, or is

obtained in some other manner, such as by another student telling them or overhearing students talking.

These boundary guidelines may not be applicable if the SWSF employee, volunteer, employee of a contracted service provider, or independent contractor is the parent, guardian, or sibling of the student in question.

Finally, it should be acknowledged that there may be exceptional circumstances in which it would not be inappropriate to cross one of the boundary lines set out above. For example, a situation can be imagined arising in a guidance counselor-student relationship. A student might be particularly troubled about something and ask to speak to their guidance counselor outside the school at some private location. Should any SWSF employee, guidance counselor, or coach, ever feel that a situation has arisen that calls for or justifies deviation from the boundaries set out above, he or she must bring the situation to the attention the Governance Council and obtain permission before deviating from the boundary guidelines set out above, documented the exception.