

## **AB500 Employee Conduct with Students**

A law signed by our governor effective as of January 1<sup>st</sup>, 2018 requires schools to list policies related to interactions between school staff and students on the school's website. AB500 adds section 44050 to the Education Code. Parents should sign and return the annual Parent-Student Handbook which lists school policies as related to learning, instruction, and the school day. Below are also excerpts from our Parent-Student Handbook, Employee Orientation Checklist, as well as our Employee Manual that specifically relates to staff/student interactions, the purpose of which is to meet the reporting requirements of AB500.

### **Employee Manual Policies**

#### ***Standards of Conduct***

As a part of the qualifications for any position at CCS, employees must believe that Jesus Christ is the Son of God. As Christians, employees are expected to manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow staff members in judgment, respect, and Christian living. All employees are expected to faithfully attend and financially support a local church. Employees are expected to follow the biblical pattern in Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Biblical principles--always presenting a united front. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters (Titus 3:2 and Galatians 5:15).

Occurrences of any of the following violations, because of their seriousness, will result in discipline:

- Willful violation of security, safety, or supervision rules, or failure to observe security, safety, or supervision practices.
- Negligence or any careless action which endangers the life or safety of another person.
- Use, possession, or sale of controlled substances, including prescription medication.
- Use of tobacco products in or around the presence of students or on campus, including vapor pipes and electronic cigarettes.
- Threatening, intimidating or coercing fellow employees, students, or parents of students on or off the premises--at any time, for any purpose.
- Violating guidelines for acceptable discipline of students.

- Conviction of any child-related offense on or off school premises. Suspension may occur when charges of this nature are made against an employee until the matter is resolved to CCS's satisfaction.

### ***General School Mutual Respect***

At CCS everyone is to be treated with respect. The school staff is committed to maintaining relationships in which all individuals treat each other with dignity, honor, respect, and gentleness (Romans 12:10, 1 Peter 2:17). The school will not tolerate any form of intimidation, exploitation, or harassment, including sexual harassment. Disrespect includes making fun of others' differences or hurting their feelings. We want to build a school that values mutual respect between staff members, teachers, parents, family, and students. If there is a problem or difference that cannot be resolved between the parties at the school, one or both of those involved may come to the administration, or to one of the representatives listed in our sexual harassment policy outlined at the end of this document, to discuss the issue.

### ***Conflicts of Interest***

Situations of actual or potential conflicts of interest are to be avoided by all employees. Our integrity as a Christian organization can be adversely affected when personal interests conflict, or even appear to conflict, with the interests of our work and ministry.

Personal or romantic involvement with a parent of a CCS student or fellow employee of CCS, which impairs the employee's ability to exercise good judgment on behalf of CCS, creates an actual or potential conflict of interest.

Other areas of potential conflict of interest include:

- 1) Providing students services for a fee,
- 2) Accepting financial bonuses from grateful parents,
- 3) Using your school relationship/position to sell items/services to parents,
- 4) Holding membership or participating in external groups, events, or activities with parents, students, or other stakeholders.

You are expected to bring any potential conflict of interest to the attention of the school administrators, who will decide whether there is a conflict of interest or will refer the issue to the Board of Directors. You may appeal the administrators' decision by bringing it to the Board of Directors for binding resolution.

### ***Social Media Policy***

As social media can bridge both the work life and personal life of employees, some conflict of responsibilities may occur. The school's interest in establishing this policy is to define the educational and work-related contexts of social media and blogging, for the protection of our employees, students, and the school community as a whole. This policy

applies to our adult community—principally, faculty, staff, and administrators, and other adults acting on the school’s behalf. The employment laws on these issues are constantly in flux during this transition into the social media age, and as such, the school reserves the right to modify and adjust these standards during the school year as needed and as standards, laws, and objectives are clarified by the state and court system. Understand that employees are typically protected when posting complaints about labor practices or treatment of employees and are not limited by this policy.

Interacting online with colleagues, students, alumni, and other community members is no different than interacting with these individuals or groups face-to-face—i.e., we are required to maintain the respect, dignity, prudence, professionalism, and moral standards outlined in this document and as described as a Christian role model. The concern is for the safety, protection, and growth of our students in all interactions, following all applicable laws and guidelines typical of communication forms for our parents.

With specific regard to social media, as a school employee you must:

- Understand that you may be accountable for your postings and other electronic communications that are job-related, particularly online activities conducted with a school e-mail address, or while using school property, networks, or resources.
- Recognize that:
  1. social media activities may be visible to current, past, and prospective students, parents, colleagues and community members;
  2. serving as a Christian role model is a critical aspect of your work at the school; and
  3. accordingly, you must exercise appropriate discretion when using social media (even for personal communications) when those communications can impact your role at the school or your ability to be a Christian role model.
- Keep in mind that the uneven power dynamics of the school—in which adults have implied authority over former students—continues to shape those relationships after the end of the school day, year and even after graduation. Employees must act in a manner that always respects and never exploits the power inherent in these relationships.
- Balance your right of individual expression and rights to discuss labor practices and working conditions with the valid interests of the school in promoting and presenting its mission, culture, and values to the community at large (as reflected by the public actions and statements of school employees).
- Recognize that employees have no reasonable expectation of privacy when using school issued equipment, the school network, school phone or voicemail system, or during non-break, working hours.
- Understand that the school has the right to protect business related confidential information, such as curriculum standards, tests scores, student information, business and contract information, employee information, and employment related documentation. As such, discipline may occur when private information is shared.

- Realize that the school has a duty to protect employees, students, and parents from harassment, including sexual harassment, when social media is used as a harassing agent. Use of social media in this way may require discipline up to and including termination.
- Understand the school maintains complete control and discretion for its own social media accounts. At no time is an employee authorized to use school social media accounts to post unauthorized, defamatory, harmful, private, or negative information or comments using school related social media accounts. Unauthorized use or content on school related social media accounts may be subject to employee discipline, up to and including termination and/or legal action.

Please be aware that the school considers discretion in social media activities to be a serious matter in protecting the school, especially in light of employees' requirements as a Christian role models. Violation of this policy may lead to corrective action, up to and including termination of employment.

#### Guidelines:

##### 1. Classroom/Professional Use of Social Media

Faculty are expected to limit class activities to school-sanctioned online tools (including social media and blogs). Please request an approval from the administration if considering such sites. Staff members must preview the entire content prior to exposing the students, parents, or community members to the information. When appropriate and necessary, provide the school administrators the opportunity to pre-screen the content also. New social media tools and features that may or may not be appropriate for course use are being continually introduced. If you find social media content or a tool that you think will be useful in your classroom that has not already been approved by the administration, please contact the head administrator and request approval of the tool prior to using it.

##### 2. Use of Social Media for Development/Alumni Relations Purposes

The school may choose to establish a social media presence (e.g., Facebook page) for development, alumni relations, internal marketing, or other school-related purposes. All postings to this site will be initiated under the direction of the administration.

##### 3. Relationship-Building with Students, Alumni, and Parents

As a general principle, it may not be wise to initiate or accept social media "friend" requests from current students (of any age) or former students under the age of 18. Use professional discretion when "friending" or "following" alumni 18 years of age and older. When doing so, recognize that many former students have

online connections with current students (including younger siblings and underclassmen friends), and that information shared between recent alumni/ae is likely to be seen by current students as well. Employees are discouraged from “friending” or “following” parents of current or prospective students due to the inherent conflicts of interest that may arise. Note: Terminology describing the building of relationships online varies from site to site. Friending or “following” is meant to include the following: subscribing, adding as a contact, or any other term meaning establishing an online relationship between two people.

#### 4. School-Related Adult Friends (co-workers, supervisors, and subordinates)

Employees are asked to use good judgment when making or accepting “friend” (or “link” or “connection”) requests to or from school colleagues. Employees in Supervisor/subordinate relationships are particularly encouraged to use caution, due to the potential for both parties to feel pressured to accept the request, potentially impacting the work relationship (as well as raising conflict-of-interest, unequal-treatment, discrimination, or similar concerns). Additionally, if workplace harassment becomes an issue between coworkers and supervisors using social media, the employee may be subject to discipline by school administration.

#### 5. Non-School-Related Friends

Remind all other members of your social networks of your position as a Christian educator whose profile may be accessed by students and other members of the school community. Ask them to monitor their posts to your network accordingly. This includes (but is not limited to) being “tagged” in photos on the sites of friends or others, especially where the photos may imply activities not appropriate for viewing by students and other community members.

#### 6. Groups in Your Social Network

All employees are asked to use good judgment in visibly and publicly associating only with social media groups consistent with the mission of the school. At the same time, this provision is not intended to limit valid intellectual discourse on a wide variety of subjects or viewpoints. (See “Online Identity and Posting to Blogs” provision, below for further details).

#### 7. Posted Content

Exercise care with personal profile data and posted content to ensure that this information does not reflect poorly on your ability to serve as a Christian role model or otherwise create a conflict of interest. Content should be placed thoughtfully and reviewed periodically. Social media sites are increasingly interconnected—i.e., linked to one another—in ways that may be largely outside

the direct control of the users on any given site. Exercise caution regarding posting of inappropriate content to any social media.

#### 8. Privacy Settings

On most sites, privacy settings can be changed at any time to limit search options and access to profiles. Employees must be prudent in allowing access to their online content, consistent with other requirements of this policy. Changes should be made whenever necessary.

#### 9. Time on Social Sites

Employees must refrain from using social media or blogging sites for personal use during work hours except for incidental usage (e.g., spending a moment or two checking a site in between work activities or on authorized breaks). In no case may the use of social media resources interfere or impede the employee's completion of his/her job duties and responsibilities to the school and our students.

#### 10. Online Identity and Posting to Blogs

As a vibrant academic community, we encourage active engagement in a range of activities, intellectual pursuits, causes, and the like—including social, political, religious, and civic-oriented groups, blogs, etc. At the same time, an individual's right to participate in these groups must be balanced with the school's right to manage public communications issued in its name or on its behalf. When posting messages to blogs (i.e., meant to broadly include a variety of online discussion forums), employees may not state or imply their connection to the school in any way without the prior written consent of the head administrator. Example: If an employee chooses to post a personal message on a blog, he/she must not sign the post, "Jane Smith, Faculty Member, ABC School," but rather only "Jane Smith." Similarly, when making personal, non-work-related posts to blogs, employees may not use their school e-mail address in the message or for reply purposes, to avoid implying approval of the message's content by the school.

#### 11. Protecting Confidential Information

All confidential school information must be protected and may be disclosed only pursuant to school policy or as otherwise required by law. No social media or blog posts may communicate any confidential information.

#### 12. Use of Logos, Trademarks, and Intellectual Property

Employees are not permitted to use the school's logo, trademarks, official photographs, or any other intellectual property or proprietary materials in any postings without written consent of the head administrator.

### 13. Use of Social Media Sites in Background Checking

Background checking is a serious matter that is governed by specific regulations and that creates a variety of risks and liabilities for the school if not handled properly. No employee is permitted to engage in “freelance” checks of any type.

### 14. Acceptable Use and Monitoring of Electronic Activities

Employees are prohibited from engaging in illegal activities or accessing Web sites with illegal or otherwise prohibited content when using school networks or school equipment on or off school property, during or after working time, or while directly or indirectly representing the school in any way. The school reserves the right to monitor employee electronic communications and activities that are transmitted through school networks and/or using school provided equipment to protect the school, its students, employees, and other community members from potential harm, liability, or other risk. For further details, please see the school’s acceptable use policies.

### ***General Harassment Policy***

Campbell Christian Schools is committed to providing a work environment free of harassment, disrespectful or other unprofessional conduct. Company policy prohibits conduct that is disrespectful or unprofessional, as well as harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, age, or any other basis protected by federal, state or local law or ordinance or regulation. All such conduct violates company policy. CCS’s anti-harassment policy applies to all persons involved in the operation of CCS and prohibits harassment, disrespectful or unprofessional conduct by any employee of CCS, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons. It also prohibits harassment, and disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in

- return for sexual favors;
- Retaliation for reporting or threatening to report harassment;
  - Communication via electronic media of any type that includes any harassing conduct that is prohibited by state and/or federal law, or by CCS policy.

If you believe that you have been the subject of harassment or other prohibited conduct, bring your complaint to your own or any other CCS supervisor, the principal, or the Business Office Director as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Supervisors will refer all complaints involving harassment or other prohibited conduct to the Business Office Director or Principal. CCS will immediately undertake an effective, thorough, and objective investigation of the allegations.

If CCS determines that harassment or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the school administrators to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination. A school representative will advise all parties concerned of the results of the investigation. CCS will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

CCS encourages all employees to report any incidents of harassment or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Employees must also realize that at all times they must abide by the standard of being a Christian role model, and as such, it is our mandate to limit any harassment. Holding employees accountable in a respectful and private manner for instances where behavior exists that undermines his or her adherence to this standard is also a goal of CCS administration. We encourage employees to collaborate with the administration by reporting harassment as soon as possible to the administration so that the administration may be able to correct behavior as quickly as possible. Together we may work for a fair, harassment free environment where employee and organizational goals are met.

### ***Child Abuse Reporting***

Subject: AB 2710 Child Abuse Reporting (as it applies to Christian school employees responsible for the care of children)

AB 2710 Child Abuse Reporting requires all employees responsible for the care of children to report the known or suspected instance of child abuse to a child protection agency immediately or as soon as practically possible by telephone. This report is to be prepared, written and sent to the child protection agency within 36 hours of receiving the information concerning the incident. A copy of the report shall be forwarded to the school office for information and retention.

No Christian school employee responsible for the care of children, who reports a known or suspected instance of child abuse, shall be held civilly or criminally liable for any report

required or authorized by this law, unless it can be proven that a false report was purposefully made.

Any person who fails to report an instance of child abuse, which he or she knows to exist or reasonably should know to exist, as required by this law, is guilty of a misdemeanor.

Christian school employees responsible for the care of children who, pursuant to a request from a child protection agency, provides the requesting agency with access to the victim of a known or suspected instance of child abuse shall not incur civil or criminal liability as a result of providing such assess.

### **Student Handbook Policies**

#### ***Handling Conflict: The Matthew 18 Principle***

Maintaining good communication at CCS is critical. Those who diligently apply the Matthew 18 principle maintain the kind of communication and rapport the school requires. Simply stated, go to the person involved in the conflict first. Approach the person with humility and state the concern. This is not easy to do! But it is right and helpful for conflict resolution. After all, your understanding of the situation may be inaccurate. For example, if a parent is concerned about a teacher, the parent should approach the teacher (not other parents and not students) to validate the concern. If the concern is legitimate and an understanding is reached, the goal is achieved. If the conflict remains, then you are obligated to bring the concern to the attention of the school administrators. Cooperation and support of the school, its administrators, and staff, is expected as part of continued enrollment in the school. Gossip, rumors, and negative campaigns against other parents, teachers, and staff members, whether in person, verbally, or through electronic means, are all considered violations of the required parent and staff member cooperation agreement and may be grounds for disenrollment of enrolled students. We desire to build an environment of trust and cooperation! May God grace all of us with the ability to tactfully confront one another and to hear each of our concerns with humility.

#### ***General School Conduct***

At CCS everyone is to be treated with respect. The school staff is committed to maintaining relationships in which all individuals treat each other with dignity, honor, respect, and gentleness (Romans 12:10, 1 Peter 2:17). The staff will not tolerate any form of intimidation, exploitation, or harassment, including sexual harassment. Disrespect includes making fun of others' differences or hurting their feelings. We want to build a school that values mutual respect between staff members, teachers, parents, family, and students. If there is a problem or difference that cannot be resolved between the parties at the school, those involved may come to the administration to discuss the issue.

#### ***Classroom Conduct***

Teachers are deserving of respect and are held accountable for maintaining a positive, disciplined class atmosphere conducive to quality education. Students are to be respectful, cooperative and submissive to the teacher's authority.

Students are to line up when the whistle blows or when the teacher instructs them to do so.

Students must come to class on time, fully prepared with textbooks, writing material, etc.

Students are to remain in their seats until dismissed by the teacher.

All work handed in is expected to be neat.

When students are dismissed from class, the area around their desks should be left neat and clean.

Each teacher will establish specific rules for classroom behavior.

A teacher's desk, chair, file and storage cabinets, and personal property are regarded as private property, and students are to respect that privacy by not touching any of those things without the teacher's permission.

Students and parents are to be in a classroom only if accompanied by a teacher or designated monitor.

Students are not to disrupt class at any time.

No personal grooming will be permitted in the classroom.

### ***Health and Welfare of Students***

Great diligence is taken to ensure the physical well-being and safety of each student at Campbell Christian School. Please help us maintain a healthy environment by keeping your child home when ill or has a fever, even if he/she feels fine.

Campbell Christian Schools cares about the physical as well as the psychological health of the students in its care. In the event it becomes evident to school administrators that a student is seeking or is showing signs of required psychological care, the school reserves the right to deny admission, re-enrollment, enrollment, or continued attendance until such care is given and clearance is provided by a licensed professional to the satisfaction of CCS administration. Because Campbell Christian School administrators must be concerned with individual students, his or her classmates, as well as any impact one student can have on the class as a whole, the final decision on whether the student may attend classes rests with the school superintendent.

### ***Child Abuse Reports***

Penal Code Section 11166 requires that private school personnel report any observed or suspected instances of child abuse both by telephone and in writing to the appropriate public authorities within 36 hours.

Child abuse means a physical injury, which is inflicted by other than accidental means on a child by another person. Child abuse also means the sexual abuse of a child or any act of willful cruelty or unjustifiable punishment of a child. Neglect of a child or abuse in out-of-home care as defined in the Penal Code is also child abuse.

The reporting duties under the Penal Code are incumbent on individuals. No supervisor or administrator may impede or inhibit such reporting. No person making a report of child abuse shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and to apprise supervisors and administrators of reports may be established provided they are not inconsistent with the Penal Code provisions.

Any person who is employed in a private school on or after January 1, 1985, must, prior to commencing his or her employment, sign a statement on a form provided by the employer to the effect that he or she had knowledge of the requirements to make such a report and that he or she will comply with those requirements.

### ***Employee Orientation Checklist (employees must sign that they understand)***

I understand the child abuse reporting provision listed in Appendix B of the employee handbook, have signed the copy in the back of the handbook, and have turned it into the business office.

I understand that Campbell Christian School takes a parent involvement approach to Christian outreach. My goal is to have children understand the biblical facts, lessons, and responses and to understand prayer and God's love for us as His children. I am to take care to include the student's parents when a student shows interest in making a decision to follow Christ and/or to be baptized. The main goal is to involve the parents in this sort of decision, and ultimately influence entire families.

I understand that I am to have a written discipline policy in my classroom and am to utilize both a reward and consequence discipline system.

I understand that it is my responsibility to adequately monitor recess duty areas to ensure student safety and adequate student behavior. This includes monitoring proper use of school equipment, the playground structures, and facilities. Any misuse or misbehavior during this time must be reported to the school administration.

I understand that individuals under the age of 18, supervised or unsupervised, are not allowed, for any reason, in the Resource Room. This is for liability reasons, as there are many items that pose a risk to younger individuals.

I understand how to use my computer/iPad and can access email and the internet from my computer/iPad. I understand that I am financially responsible for my computer/iPad. I understand that I am not to use my school computer/iPad or our internet to access, perform, or organize illegal activities or items that would limit our ability to be Christian Role Models. I have signed the Acceptable Use Policy for school technology use and understand its meaning and rules.

I understand that I have a responsibility to monitor student use of technology on campus and to report any possible misuse prohibited in the students' Acceptable Use Policies to the administration when witnessed or reported. Ipad and phones used inappropriately during the school day will be placed by the teacher in the office for parent retrieval at the end of the day.

I understand the school's Social Media Policy from the employee handbook.

I understand the child abuse reporting provision listed in Appendix B of the employee handbook, have signed the copy in the back of the handbook, and have turned it into the principal.

