

## **Code of Conduct Policy**

All Academy employees have a duty to provide a safe environment for their colleagues and for students by maintaining healthy relationships and appropriate personal boundaries and always putting the interests of students first. Employees should treat students and one another with respect and dignity and understand and recognize the imbalance of power between themselves and students. Academy employees should demonstrate the highest level of ethics at all times. The Academy has a zero tolerance policy regarding sexually inappropriate touching and/or interaction of any kind between faculty and students, regardless of age, including all forms of sexual activity and sexual harassment. Violators of this policy will be subject to serious penalties, up to and including termination and being barred from campus.

Although this Code is not intended to be an exhaustive list of expectations and prohibited behavior, it should serve as a reminder that the actions of faculty and staff should at all times be above reproach, governed by common sense, and taken with the best interests of the students and the Academy in mind. Most of these items below are contained elsewhere in this and other publications; however the Academy wishes to emphasize the following non-exhaustive list of expectations and prohibitions.

When interacting with students, at all times:

- Be aware of the imbalance of power that exists between adults and students, and never abuse it.
- Ensure that your interactions with all members of the community are safe, healthy, positive, and respectful.
- Establish appropriate boundaries in all conduct with students, including spoken and written communication (including communication that takes place electronically or on-line), and do not engage in any conduct that is not in the interest of the student.
- Serve as role models for our students.
- Refer students in need of counseling or other health services to the appropriate professional; do not assume that role yourself if you are not properly trained to handle the issue presented.

The following conduct is prohibited:

- Any sexual, romantic, or dating relationship with students; any activity with students that could be construed as or appear to be sexual or romantic in nature; or any sexual, romantic, or unduly familiar behavior or communications (including inappropriate personal stories and history) with students whether in person or indirectly through the use of e-mail, telephone, social networking, or other media.
- Engaging in, participating in, or condoning in any way the use of alcohol or illegal drugs by students.
- Sharing or disclosing any information concerning a student, other than on a need to know basis, to any person not specifically authorized to receive such information. This includes, but is not limited to, information concerning educational assessments, test scores, grades,

behavior, mental or physical health, and family background or finances.

- Engaging in conduct or behavior that is personally offensive or threatening or that has the effect of interfering with a student's life or learning, impairing morale, or creating an intimidating, hostile, or offensive living, learning, or working environment.

*Compliance:*

- Prompt reporting of issues and concerns is critical to appropriately investigating and resolving them. It is the responsibility, and in some cases a legal obligation, for all adult employees to report suspected violations of the Code to their supervisor, the Dean of Faculty, the Director of Human Resources, or the Assistant Principal, or if the reporter wishes to remain anonymous or otherwise does not wish to speak with any of parties listed above, to Ethics Point (888-572-8028 or [www.ethicspoint.com](http://www.ethicspoint.com)). Reports of student abuse or neglect may be made directly to the police or DCYF. See the New Hampshire Mandatory Reporting Laws section, commencing on page 11 (of the *Faculty Handbook*).
- Employees questioning whether something should be reported should immediately ask their supervisor, the Dean of Faculty, the Director of Human Resources, or the Assistant Principal.
- Reports or complaints will be investigated. It is the duty of all members of the community to cooperate with any investigation. Although confidentiality cannot be guaranteed, every effort will be made to protect the privacy of those involved and limit the sharing of information to those who have a need to know.
- Retaliation against any individual for reporting a violation or cooperating in an investigation will not be tolerated.

Should an employee fail to uphold these expectations for personal conduct, the Academy will impose discipline up to and including termination of employment. While a warning may precede termination, certain conduct may result in immediate discharge. Such determinations are made by appropriate administrators in consultation with the Principal.

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