Employee Interactions Policy – Prep

SHS expect all employees to exercise good judgment and maintain professional standards and ethical boundaries when interacting with students. Because these relationships are so important, it is essential that SHS faculty and staff maintain professional relationships with students at all times. This refers not only to during the school day, but at events, both on and off campus, whether sponsored by the school or not, and on social media. In light of this responsibility, the following are instances when interactions between employees and students could occur:

- School-related email interaction with students via SHS email accounts. Employees will also instruct students who send emails from non-SHS email accounts to resend an email using their SHS email account
- No interaction will occur with current students through social networking profiles or accounts such as Facebook, Instagram, Twitter etc
- School counselors and administrators will offer students suggestions and coach them as to how to bring concerns to their teachers
- When students confide private information to employees. As Mandated Reporters, an employee is legally bound to report suspected child abuse, neglect or maltreatment to law enforcement or other responsible governmental agencies
- When monitoring the safety of students and maintaining a safe and pleasant environment for students at all times under SHS care
- When employees act as chaperones during off campus activities, they will:
  - Handle minor discipline issues
  - Give over-the-counter medications to students when parents approve permission through the proper channels (i.e. Magnus)
  - Ensure students wear seat belts when using motor vehicle transportation
  - Not sleep in a hotel room with students for overnight programs
- Employees will not transport students in private cars, unless they become authorized drives and follow the requirements of the school’s underwriters
- Employees are expected to stay with their students for the duration of the time in the library and ensure appropriate student behavior for the library setting
- When students have excessive absences and may be placed on Attendance Review
- When students use electronic devices during class. It is at the discretion of the teacher to define what is and what is not allowable
- When assessing accommodations for students with verified disabilities
- When conversing with students about grading issues
- When there is suspicion of academic dishonesty. Employees will exercise care in the investigative process
- When students are observed disrupting the learning process and not promoting respect and an atmosphere of wise freedom in the classroom
- When issuing detention to students for disciplinary issues or behavioral problems in the classroom or in other settings (such as assemblies, activities, liturgies, etc.)

Assembly Bill 500 (AB500), effective January 1, 2018, adds section 44050 of the California Education Code, which requires schools to provide this section on employee interactions with pupils in its code of conduct and to parents and guardians of enrolled students on the School’s website. Portions of the above are also included in the School’s Employee Handbook.
- When students are observed committing serious infractions of SHP Rules such as academic dishonesty, harassment, gross disrespect, and damage to, defacing or altering of, or destroying school property
- When removing students from a building to a safe evacuation area in the event of emergency situations such as fire, earthquake, gas leak, utility failure, hazardous materials and flooding
- When students are observed committing major conduct rules such as gross or egregious discourtesy (verbal abuse, rude and offensive threats)
- When students are observed in sexual intimacy in the open and public community
- When students are observed in the unauthorized recording of a faculty or staff member via any means (photo, audio, or video)
- When students are observed in hazing or acts that injure, degrade, humiliate, or disgrace any person attending SHS
- When students are observed in sexually harassing conduct with other students
- When students are observed in bullying conduct directed toward one or more students by verbal, written or electronic means
- When there is a threat of or actual physical assault of any students or staff
- When students who are convicted of a felony need to be dismissed from school grounds
- When students are observed committing other major conduct rules such as:
  - Retaliatory behavior against anyone who brings a complaint forward in good faith
  - Lying or intentional attempts to deceive, to withhold information, or to present an incomplete accounting of oneself
  - Stealing or any willful, unauthorized obtainment of someone’s personal property without proper permission or knowledge
  - Falsification of emails or other documents such as forging a parent/guardian’s signature, misrepresenting parent/guardian phone calls or email communications to SHS
  - Unsafe driving on campus
  - Vandalism or any willful destruction, defacing, altering or abuse of someone else’s or school property
  - Tampering with fire safety equipment, smoking or using fire in any school building
  - Possession, use storage, sale or distribution of any nicotine and/or tobacco related product, including e-cigarettes and vaping
  - Possession, use storage, sale or distribution of fireworks or weapons that can be used to injure or hurt someone (knives, guns, pepper spray or dangerous combustibles) at school or school sponsored events
  - Possession, use storage, sale or distribution of alcohol or other illegal drugs and/or drug paraphernalia at school or school sponsored events