

Title: **Employee Code of Conduct and Dress Code Policy**

Effective Date: March 13, 2018

References: R277-322. LEA Codes of Conduct

Purpose

The purpose of the Ignite Entrepreneurial Academy Employee Code of Conduct and Dress Code policy is to help promote school spirit and unity and create a learning environment free of unnecessary distractions. Part of the educational process is learning self-discipline and appropriate behavior. Therefore, it is the policy of the Board to enforce all Utah laws related to conduct on school premises and to see that employees are exemplary role models for students in preserving public property including all school facilities and equipment and demonstrating appropriate and professional behavior.

IEA's objective in establishing a business casual dress code is to allow our students and employees to work comfortably while projecting a professional image that will enhance the learning environment, encourage appropriate school behavior and prepare the students for appropriate dress in the workplace. Our daily dress should bear in mind that we are professionals in the community and models for the children. The school's primary objective is to have employees project a professional image. Proper grooming and attire have a positive impact on the school's image.

Definitions:

1. a) "Boundary violation" means crossing verbal, physical, emotional, or social lines that staff must maintain in order to ensure structure, security, and predictability in an educational environment.
 - a. A "boundary violation" may include the following, depending on the circumstances:
 - i. isolated, one-on-one interactions with a student out of the line of sight of others;
 - ii. meeting with a student in rooms with covered or blocked windows;
 - iii. telling risqué jokes to, or in the presence of a student;
 - iv. employing favoritism to a student;
 - v. giving gifts to individual students;
 - vi. staff member initiated frontal hugging or other uninvited touching;
 - vii. photographing an individual student for a non-educational purpose or use;
 - viii. engaging in inappropriate or unprofessional contact outside of educational program activities;
 - ix. exchanging personal email or phone numbers with a student for a noneducational purpose or use;
 - x. interacting privately with a student through social media, computer, or handheld devices; and
 - xi. discussing an employee's personal life or personal issues with a student.
 - b. "Boundary violation" does not include:

- i. offering praise, encouragement, or acknowledgment;
 1. offering rewards available to all who achieve;
 2. asking permission to touch for necessary purposes;
 3. giving a pat on the back or a shoulder;
 4. giving a side hug;
 5. giving a handshake or high five;
 6. offering warmth and kindness;
 7. utilizing public social media alerts to groups of students and parents; or
 8. contact permitted by an IEP or 504 plan.
 - c. "Grooming" means befriending and establishing an emotional connection with a child or a child's family to lower the child's inhibitions for emotional, physical, or sexual abuse.
 2. "Sexual conduct" includes any sexual contact or communication between a staff member and a student including but not limited to:
 - a. "Sexual abuse" means the criminal conduct described in Utah Code Ann. §76-5-404.1(2) and includes, regardless of the gender of any participant:
 - i. touching the anus, buttocks, pubic area, or genitalia of a student;
 - ii. touching the breast of a female student; or
 - iii. otherwise taking indecent liberties with a student;
 - iv. with the intent to:
 1. cause substantial emotional or bodily pain; or
 2. arouse or gratify the sexual desire of any individual.
 - b. "Sexual battery" means the criminal conduct described in Utah Code Ann. §76-9-702.1 and includes intentionally touching, whether or not through clothing, the anus, buttocks, or any part of the genitals of a student, or the breast of a female student, and the actor's conduct is under circumstances the actor knows or should know will likely cause affront or alarm to the student touched; or a staff member and student sharing any sexually explicit or lewd communication, image, or photograph.
 3. "Staff member" means an employee, contractor, or volunteer with unsupervised access to students.
 4. "Student" means a child under the age of 18 or over the age of 18 if still enrolled in a public secondary school.

Policy

Employee to Employee Conduct

1. Living up to the mission of IEA entails that we work within trusting, open and consistent relationships. Therefore, it is reasonable to insist on a high degree of mutual professional and personal respect and support.
2. Employees shall converse freely among themselves in professional and social contexts, with the result of accelerated individual growth as a priority.
3. Employees shall actively participate in discussions of decisions affecting them. IEA values diversity in perspectives leading to a deeper understanding of organizational reality and an

enriched knowledge base for decision making. We value staff members resolving conflict in a healthy way that leads to stronger solutions for complex issues. We value staff members reflecting on their own and others' thinking in order to achieve better organizational decisions. We value all staff acknowledging mistakes and learning from them. Genuine community requires respect for individual rights.

4. Employees should share information about one another and their learners/parents on a judiciously defined need-to-know basis. If one needs to know something in order to carry out school responsibilities one should know it; otherwise one should not.
5. IEA employees believe that each individual is an educational leader and that each is equally responsible for creating the school community. To this end, flexibility and support should be offered as needed. To continue to improve consistency in all areas of the school, staff may be asked to problem solve in other environments and to mentor new staff members.
6. Employees understand that additional jobs, hobbies, and services that are offered outside of IEA are to remain separate from school business. Employees should not use their position at IEA or IEA resources including, but not limited to, contact information, email accounts, office supplies and materials to promote, solicit, or otherwise engage in those other ventures.
7. Any social networking regarding students, and or staff, including photographs of students is strictly prohibited.

Employee to Student Conduct

1. Staff members shall act in a way that acknowledges and reflects their inherent positions of authority and influence over students.
 - a. Staff members shall recognize and maintain appropriate personal boundaries in teaching, supervising and interacting with students and shall avoid boundary violations including behavior that could reasonably be considered grooming or lead to even an appearance of impropriety.
 - b. A staff member may not subject a student to any form of abuse including but not limited to:
 - i. physical abuse;
 - ii. verbal abuse; 4 USBE – June 2019
 - iii. sexual abuse; or
 - iv. mental abuse.
 - c. A staff member shall not touch a student in a way that makes a reasonably objective student feel uncomfortable.
 - d. A staff member shall not engage in any sexual conduct toward or sexual relations with a student including but not limited to:
 - i. viewing with a student, or allowing a student to view, pornography or any other sexually explicit or inappropriate images or content, whether video, audio, print, text, or other format;
 - ii. sexual battery; or
 - iii. sexual assault.

- e. Staff member communications with students, whether verbal or electronic, shall be professional and avoid boundary violations.
- f. A staff member shall not discriminate against a student on the basis of sex, religion, national origin, gender identity, sexual orientation, or any other prohibited class.
- g. Staff member use of electronic devices and social media to communicate with students must comply with [LEA] policy, be professional, pertain to school activities or classes, and comply with the Family Educational Rights and Privacy Act.
- h. A staff member may not use or be under the influence of alcohol or illegal substances during work hours on school property or at school sponsored events while acting as a staff member. Additionally, a staff member may not use any form of tobacco or electronic cigarettes on school property or at school sponsored activities in an employment capacity.
- i. A staff member shall cooperate in any investigation concerning allegations of actions, conduct, or communications that if proven, would violate this policy.
- j. Ignite Entrepreneurship Academy recognizes that familial relationships between a staff member and a student may provide for exceptions to certain provisions of this policy.
- k. Conduct prohibited by this policy is considered a violation of this policy regardless of whether the student may have consented.

Reporting

1. A staff member who has reason to believe there has been a violation of this policy shall immediately report such conduct to an appropriate supervisor or school administrator. 5 USBE – June 2019
2. If a staff member has reason to believe a school administrator has violated this policy, the staff member shall immediately report the conduct to the administrator's supervisor.
3. In addition to the obligation to report suspected child abuse or neglect to law enforcement or the Division of Child and Family Services under Utah Code Ann. §62A4a-403:
 - a. a staff member who has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately report the belief and all other relevant information to the school administrator, or to IEA Administration;
 - b. a school administrator who has received a report or who otherwise has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately inform the Director of the reported abuse; and
 - c. if the staff member suspected to have abused a student holds a professional educator license issued by the Utah State Board of Education, the Director shall immediately report that information to the Utah Professional Practices Advisory Commission;
 - d. a person who makes a report under this subsection in good faith shall be immune from civil or criminal liability that might otherwise arise by reason of that report.
 - e. A staff member who has knowledge of suspected incidents of bullying shall immediately notify the student's building administrator in compliance with IEA Bullying Policy.
 - f. Failing to report suspected misconduct as required herein is a violation of this policy, the Utah Educator Standards, and in some instances, state law, and may result in disciplinary.

Training

1. Within 10 days of beginning employment with Ignite Entrepreneurship Academy, a staff member shall receive training regarding this policy and shall acknowledge in writing having received training and understanding the policy.
2. Staff members employed by IEA at the time of initial adoption of this policy shall receive training regarding this policy prior to the first day of the 2019-2020 school year on which students will be in attendance and shall acknowledge in writing having received training and understanding the policy.

Violations

A staff member found in violation of this policy will be subject to disciplinary action.

Professional Attire Guidelines

1. Ignite Entrepreneurship Academy has an everyday business casual policy. When working, meeting with parents, students or other school associates, whether at school or off campus, employees should dress appropriately according to this policy.
2. All work attire, whether traditional or casual, should be reflective of a professional, dignified appearance. Our students have a dress code to teach them that school is a special place with high standards. Employees should also reflect the special nature of our charter school.
3. Work attire should represent the employee and the school in a positive and professional light.
4. Clothing should be clean, pressed or wrinkle free, and without holes or frayed areas.
5. The following attire is unacceptable: blue denim jeans, sweatpants, T-shirts, and warm-up suits, with the exception of employees who work in an area where such clothing is necessary (i.e. custodial or physical education.)
6. The following clothing is considered offensive: tight or revealing clothing (including bare midriffs), low-cut shirts, low-rise pants, and clothing with inappropriate graphics or logos.
7. Casual dress, including jeans and school spirit t-shirts or employee shirts, are appropriate dress for Fridays or other occasions as designated by the Director.
8. Clothing should fit appropriately. Clothes that are excessively baggy or tight are not permitted.
9. Shoes should match the professional nature of this policy.
10. Tennis shoes may be worn by employees (like P.E. and maintenance staff) who actively participate in physical activity as part of their job. All other employees should wear professional-looking shoes.
11. Body piercings which distract from educational focus are not permitted.
12. Hairstyles and facial hair should project a professional appearance: clean, neatly trimmed, and well-groomed.

Administration Has Discretion

This policy is intended to create a framework to meet the purpose as stated at the beginning of this policy. As styles change, or if questions arise, the Director, as the Governing Board’s designee, has the authority to determine whether or not an employee’s dress is in keeping with this policy.

Sources used in preparation of this policy

Maria Montessori. Staff Handbook. “Employee Conduct and Dress.”

Utah Association of Public Charter Schools. “Employee Dress Code.”

Date originally approved: March 13, 2018

Attest:

Board Chair/President

Board Secretary

Signature

Signature

Printed Name

Printed Name