



## **Rules for Staff Interaction with Students**

The most important responsibility of the Wesley College Preparatory School is the safety of our students. All employees, as well as all individuals who work with or have contact with students, are reminded that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.

Failing to follow these rules can leave staff open to allegations of misconduct and possible criminal charges. These rules are designed to protect you as well as the children we serve.

While the cultivation of positive relationships with students is encouraged, employees and all individuals who work with or have contact with students are expected to use good judgment and are to avoid situations including, but not limited to, the following:

1. Meeting individually with a student(s) behind closed doors, regardless of gender.
2. Remaining on campus with student(s) after the program ends (the only exception would be if a person authorized to pick a student up had not arrived on time and one WCPS staff remained after contacting their manager who contacted the parents to inform them that they were on campus).
3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a student(s), that are unprofessional, unethical, illegal, immoral, or exploitative.
4. Giving student(s) gifts, rewards, or incentives that are not school or WCPS related.
5. Accepting gifts of value from any student or their family members.
6. Whispering to any student or engaging in a private conversation without another WCPS employee present.
7. Making statements or comments, either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be considered sexual in nature, harassing, or demeaning.
8. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the employees/individual's responsibilities and/or duties. Transporting student(s) in a personal vehicle.



10. Taking or accompanying student(s) off campus for activities other than a WCPS approved school journey or field trip.
11. Meeting with or being in the company of student(s) off campus, except in school-authorized and/or approved activities (*If you happen to run into a student off campus it is wise to report the details in writing to your supervisor*).
12. Communicating with student(s), in writing, by phone/Email/electronically, via Internet, or in person, at any time, for purposes that are not specifically school-related.
13. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or situations.
14. Handing any student your personal cell phone for any reason.
15. Providing student(s) with a personal home/cell telephone number, personal Email address, home address, or other personal contact information (such as social media address or password), except for specific school-related purposes and/or situations.
16. Allowing students to overhear or involving them in conversations about your address, personal life or personal beliefs (for example, students have no reason to know what your political views are, whether you are single, what your sexual orientation is, which club you went to last night etc...)
17. Report any observed deviation from anything listed in this "Staff's Code of Conduct with Students ", regardless of the person's position (for example, if the person deviating from anything listed here is your supervisor, it is your responsibility to *report this to their supervisor ASAP*). Even though the intent of the employee/individual may be purely professional, those who engage in any of the above behavior(s), either directly or indirectly with a student(s) or in the presence of a student(s), are subjecting themselves to all possible perceptions of impropriety.