Diversity Statement

Viewpoint School is committed to building an inclusive community of teachers and learners who reflect and welcome the diversity of Southern California. The School teaches with respect the wisdom and traditions of the world’s cultures and faiths.

Viewpoint defines a diverse community as one which embraces students from a wide range of family, socioeconomic, racial, ethnic, sexual orientation, and religious backgrounds. The School affirms that students should learn in an environment that reflects the world in which they live and will pursue their professional careers. The Board of Trustees, Head of School, and faculty actively promote strategies and policies that support diversity among all of the School’s constituencies.

Teachers’ Role in Disciplining and Counseling Students

1. We are all responsible for monitoring student conduct and supporting the efforts of administrators to provide appropriate accountability. When necessary, inform the appropriate Division Head or Assistant Division Head of any student conduct that you feel may warrant an administrative response.

2. Maintain your composure and professionalism at all times. Regardless of the student conduct or provocation, be sure that your response does not become the issue. Address the misbehavior and not the person. Ideally, students will be wiser as a result of your action and will believe that you really care about them.

3. Respond immediately to behavior that you perceive to be bullying or harassing. Do not tolerate crude language or rudeness by students. Likewise, avoid the use of vulgar language anytime you are in the vicinity of students or their parents.

4. Viewpoint School is a diverse and inclusive school community with students of varying ethnicities, gender identities, and socio-economic backgrounds. Each student on Viewpoint’s campus is entitled to respect and full partnership and participation. Any language or conduct that undermines this respect should be brought to the attention of the Division Head for appropriate action.

5. Similarly, inform the appropriate administrator or counselor as soon as possible if you have concerns about any student’s safety or emotional health, or if there is a problem with attendance.

Tutoring

While many academic challenges that a student faces can be managed in class or with extra help by the teacher or learning specialist, some situations warrant student support outside of school. Tutoring, either by Viewpoint teachers or by outside tutors, involves a variety of ethical and liability-related issues. As a result, the School has established the following guidelines to anticipate any concerns that may arise:

1. Only the appropriate Division Head or Learning Specialist should recommend to parents that an outside, paid tutor is advisable.

2. If parents employ a paid tutor outside of school, the School does not lose its responsibility to continue providing individual help.

3. Outside tutors are not authorized to meet with students on Viewpoint’s campus, without the express permission of the School’s administration.
4. Tutoring students in a school in which the teacher works can raise professional and ethical issues. Consequently,
   a. A Viewpoint teacher is not permitted to tutor his or her own student, since it can be perceived as a clear conflict of interest.
   b. A Viewpoint teacher must receive permission from the appropriate Division Head to be a paid tutor for a student of another Viewpoint teacher.
   c. A Viewpoint teacher may not tutor a student who is applying for admission to the School, without the express permission of the School’s administration.

5. Attendance at professional meetings and designated professional activities takes precedence over tutoring.

**Educational Guidelines**

**Viewpoint’s Philosophy of Success**

The School believes that learning occurs best in an environment of honesty, mutual respect, concern, consideration, and courtesy among faculty and students. These values are the basis upon which trust and positive communication can grow. Viewpoint's rules do not define mature human behavior; they merely set limits. The School takes pride in its student body and it expects all students to bring credit to themselves and to the community.

The success of any school depends to a large degree upon the relationship between the students and the faculty. Positive school spirit, cooperation, mutual respect, and the sharing and achieving of goals are all important elements of that relationship. Faculty members show their support of the students and become involved by helping with activities, attending athletic contests and assemblies, participating in special school events, and by showing an interest in students' causes and concerns.

Tradition and experience at Viewpoint hold that the community is best served when its members share responsibility and authority. To that end, we:

1. Teach to inspire our students with a love of learning and to promote a positive self-image among our students; we do not teach in order to give grades.
2. Know the strengths and weaknesses of our students and their styles of learning and try as much as possible to tailor our approach to their uniqueness.
3. Create a learning environment that promotes respect, understanding, and tolerance of differences.
4. Strive to be flexible in the classroom, using class time for a different purpose if it seems worthwhile and trying not to become a captive of our course outline.
5. Encourage all students to participate actively in class activities and are particularly aware of treating both genders fairly.
6. Inspire and promote critical thinking, creative thinking, and cooperative learning among students.
7. Try to model empathy through our own compassionate responses to other teachers and our students.

**Professionalism**

1. Be available during the school day and during Academic Assistance time to help our students with material they do not understand.
2. Keep parents well-informed about their child’s progress in class; seek to establish a partnership with parents to make the educational process at Viewpoint a positive and collaborative one.

3. Confidentiality is an important aspect of professionalism. Keep discussions of students and students’ issues confidential, and be careful not to leave confidential materials in unsecured places, including computer screens. Further, as a Viewpoint School employee, you should never be the source of a rumor, privately-held facts, or an unapproved image of any student, parent, or employee, nor should private information about any member of the school community be shared with others.

4. Clearly communicate your class expectations, grading procedures, syllabus, and essential questions to students at the start of each semester. Plan backwards, using your curriculum mapping tools as an organizer.

5. Return students’ work promptly and with constructive and prescriptive comments to enhance their learning.

6. Maintain the integrity of each class period. Classes should not be cancelled without unusual cause, and they should begin and end on time. Class time should be productively utilized and incorporate a variety of techniques including collaborative, interactive learning opportunities. Plan with particular care the use of block periods.

7. Avoid physical contact with students unless necessary to ensure their safety. Be aware of the potential dangers in being alone with a pupil in a private or isolated setting, using common sense and professional judgment to avoid circumstances that are or could be perceived to be inappropriate. This is also the case in connection with social networking sites.

8. Be kind and avoid sarcasm. Show respect to your students and expect respect from them. Avoid body language or other non-verbal communication that students can perceive to be hurtful.

9. Be actively supportive of your students’ extracurricular activities. Demonstrating an interest in your students beyond your classroom will improve your relationships with students and increase your effectiveness in the classroom.

10. Exercise extreme caution when participating in the online environment (for example, chat rooms, message boards, social networking sites, and newsgroups) and avoid any communication with students (online or otherwise) that could reasonably be perceived to be unprofessional. Please note that anything transmitted electronically can be recorded and reproduced in other contexts.

Chaperones

1. Faculty should maintain close supervision of students at all times while they are participating in any School class, sport, social event, excursion, trip, or other activity both on and off the campus.

2. Chaperones should have a copy of a signed Emergency Card for each student whom they are escorting off campus.

3. Some activities are more inherently dangerous than others. These include hikes in the mountains, long-distance runs in remote or potentially dangerous areas, and excursions to less-accessible regions, among others. In these situations, extreme caution is required. In no case should a student ever be separated from the group or otherwise left alone unsupervised by a member of the faculty; faculty members should remain in supervisory contact with the students at all times.
4. Upon returning from an off-campus event or at the conclusion of an on-campus event, the teacher, coach, leader, or chaperone must remain with the students until they have all been picked up at the School. In the event that the parent has not arrived within one hour of the announced time of return, the faculty member may, at his discretion, take the child(ren) to his own home for later pick-up. It is, however, preferable that this never happen without the approval of an appropriate administrator.

5. Faculty should exercise extreme caution when releasing custody of students in their charge. This is especially important for the younger students, but close supervision of older students is also necessary.

**E-Mail**

The School’s policies related to internet and e-mail acceptable use policies are explained in the Employee Handbook and in the division handbooks. Please consult these policies to ensure that you and your students are observing appropriate practices consistent with the School’s policies.

All members of the faculty have been given e-mail accounts. Please remember that email is never entirely private. The network administrator may see e-mail in the process of network maintenance, and all network activity is automatically logged. It is the responsibility of each faculty member and administrator to check his or her e-mail each day and to respond appropriately. For all purposes, Viewpoint School will operate on the assumption that Viewpoint faculty members and administrators check their e-mail accounts at least once each school day.

All employees should safeguard the School’s confidential information, as well as that of visitors and others, from disclosure. We use and disclose our information on a need-to-know basis and we entrust you with an enormous amount of confidential information. Please take every precaution with this private and confidential information.

If you receive a message which you feel to be beyond the boundaries of your responsibility, please forward the e-mail to the appropriate administrator. Rather than enter into any lengthy exchange of e-mail, ask your administrator for guidance. There will certainly be differences in the policies regarding e-mail among the divisions of the School. If you are in doubt about your division’s policy regarding e-mail, please speak with your Division Head.

Your e-mail may be accessed from any computer outside the Viewpoint School campus by typing http://mail.viewpoint.org into any browser. This will enable you to maintain continuity of communication when you are off campus. If you feel that you will be unable to use your e-mail for a period of time, please have the system send an “Out of Office” message.

Note: E-mail is not to be used to communicate with members of the Viewpoint community for the purposes of promoting personal, professional, or political causes, offering merchandise for sale, or fund-raising for causes, other than to support Viewpoint in a manner that has been previously approved by the School. Any exception to this policy is to be approved in advance by the Head of School in conjunction with the Director of Strategic Communications.
Mandated Child Abuse Reporting

California’s Child Abuse and Neglect Reporting Act (“CANRA”) identifies certain individuals as “mandated reporters” and requires those individuals to report suspected child abuse or neglect to the proper authorities. Mandated reporters include those who have contact with children through their employment.

Mandated reporters must report any known or suspected instances of child abuse or neglect to the county child welfare department or to a local law enforcement agency (local police/sheriff’s department). The law requires that any person who enters into employment in a mandated reporter position must, prior to commencing employment and as a prerequisite to that employment, sign an acknowledgment that they understand and will comply with their obligations under CANRA. No proof of abuse or neglect is needed -- only a “reasonable suspicion” that child abuse or neglect may have occurred.

Mandated reporters who report suspected abuse are generally provided immunity from civil or criminal liability. Viewpoint School realizes reporting child abuse or neglect can be a stressful and difficult process. Employees are free to consult with the Head of School or a school counselor to seek help regarding this procedure. The Head of School or school counselors can assist the employee and provide support for dealing with issues that might arise. Please note that an employee is not required to disclose his/her name or the fact that a report was made to the School administration. Further, if a School administrator instructs an employee not to report, the employee is still bound under the law to report the suspected child abuse or neglect.

The School takes all reports of child abuse or neglect very seriously and will work to the extent possible under the law to satisfy its reporting duties.

Reports are to be made by immediately calling Child Protective Services or to local law enforcement. The identity of the person who reports known or suspected child abuse or neglect is generally confidential and disclosed only among agencies receiving or investigating mandated reports, to the prosecutor in a criminal prosecution or in related proceedings.

If a report is made, the following information, if known, must be included in the report: the child’s name, the child’s address, present location, and, if applicable, school, grade, and class; the names, addresses, and telephone numbers of the child’s parents or guardians; and the name, address, telephone number, and other relevant personal information about the person or persons who might have abused or neglected the child. The mandated reporter must make a report even if some of this information is not known or is uncertain to him or her.

Within 36 hours of making the telephone report, a written report must also be filed by the mandated reporter with the child protective agency. The form for submitting a written report (the California Suspected Child Abuse Report Form 8572) can be downloaded at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf.

The following are possible warning signs in children:

**Warning Signs of Emotional Abuse in Children**

- Excessively withdrawn, fearful, or anxious about doing something wrong.
- Shows extremes in behavior (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- Doesn’t seem to be attached to the parent or caregiver.
- Acts either inappropriately adult-like (taking care of other children) or inappropriately infantile (rocking, thumb sucking, throwing tantrums).

**Warning Signs of Physical Abuse in Children**

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and “on alert” as if waiting for something bad to happen.
- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.

**Warning Signs of Neglect in Children**

- Clothes are ill-fitting, filthy, or inappropriate for the weather.
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor).
- Untreated illnesses and physical injuries.
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments.
- Is frequently late or missing from school.

**Warning Signs of Sexual Abuse in Children**

- Trouble walking or sitting.
- Displays knowledge or interest in sexual acts inappropriate to his or her age, or even seductive behavior.
- Makes strong efforts to avoid a specific person, without an obvious reason.
- Doesn’t want to change clothes in front of others or participate in physical activities.
- A sexually transmitted disease (STD) or pregnancy, especially under the age of fourteen.
- Runs away from home.

All employees must read and sign the Mandated Child Abuse Reporter Acknowledgment which states that the employee promises to abide by the CANRA. An employee is not eligible to report to work until this acknowledgment has been signed by the employee and received by the School.

**Standards of Conduct**

To ensure orderly operations and provide the best possible work environment, the School expects employees to adhere to rules of conduct which will protect the interests and safety of employees and anyone visiting our premises. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions that may result in disciplinary action including suspension, demotion, or termination of employment.

1. Theft or damage of any School property or the property of any employee, student or visitor.
2. Provoking or participating in a fight during working hours or on premises owned or occupied by the School.
3. Threatening or acting in a physically aggressive or violent manner;
4. Provoking or participating in horseplay or practical jokes on School time or on premises owned or occupied by the School.
5. Engaging in illegal conduct or any conduct that is detrimental to the reputation of the School.
6. Causing, creating, or participating in a disruption of any kind during working hours or on premises owned or occupied by the School.
7. The use of abusive, threatening, profane, or disrespectful language or conduct toward any supervisor, administrator, employee, student, or visitor of the School during working hours or while on premises owned or occupied by the School.
8. The refusal to fully disclose information, or the willful omission of information in the course of an investigation conducted by the School.
9. Committing a fraudulent or dishonest act or breach of trust, or violating the duty of loyalty to the School in any circumstances.
10. Failing to comply with the policies in this Handbook and other School policies.

Gift Acceptance Policy

Because of the extraordinary work accomplished here at Viewpoint, parents, vendors and others sometimes wish to recognize and thank a particular employee through gifts, notes of thank you, words of encouragement, gift cards, luncheons, money and holiday gifts. While well-deserved and flattering, it is important that Viewpoint operate with the highest ethical standards and business practices. To avoid any conflict or perception of conflict of interest, or the creation of inequities among departments and employees, Viewpoint asks that employees not encourage gifts of any kind (personal and/or gifts-in-kind), nor may faculty and staff receive gifts valued at over $100 from parents, vendors and others in the Viewpoint community. Additionally, no one should accept any gift (regardless of the size or value) if there could be a conflict of interest or if he/she believes the gift is intended to gain favored treatment for a student or group of students. Items of greater value than $100 must be documented in writing to the Chief Human Resources Officer, that is, if you receive such a gift as an employee of Viewpoint School, you must let Human Resources Department know in writing. Employees are strongly discouraged from accepting such gifts. If you are offered such a gift, you should seek approval from the Head of School prior to accepting it. Should parents, vendors and others generously wish to provide gifts valued at over $100, they may do so by contacting the Advancement Department of Viewpoint School to make a gift to the Annual Fund or to a temporarily restricted fund in honor of a particular faculty or staff member, or department.

Letters of Recommendation for Students

It is the policy of the School that employees are only permitted to provide written or oral recommendations for students for the purposes of admission to another school or university if the parents (and the student if the student is 18 and older) waives any right to review or access the recommendation. Thus, to the extent that parents(s) or student(s) approach School employees for letters of recommendation, employees are required to direct them to either the Director of College Counseling or the Head of the Division in which the child is currently enrolled to obtain and sign a waiver and release form. Employees may not issue letters of recommendation or make oral recommendations until they are notified by either the Director of College Counseling or the Head of the Division in which the child is currently enrolled that the student and parents have signed the waiver and release. Also, all
letters of recommendations for students must be reviewed by the Director of College Counseling or the Head of the Division in which the child is currently enrolled.

Privacy

It is important to understand that employees have no right of privacy while using School resources. Information stored on or transmitted through any School owned property or resource is not private. The School may override any password, code, or lock associated with its resources or property at any time, with or without notice, and reserves the right to monitor employee use of its technical resources at all times. The School has the ability to retrieve data, even if it has been deleted from an employee’s computer system. All information including text and images may be disclosed to law enforcement or another third party without prior consent of the sender or the receiver.

Electronic Surveillance of School Property

In the daily operation of Viewpoint School, the safety of employees, property and visitors, is protected and maintained by conventional means such as alert observation by employees, Campus Safety personnel, Campus Safety training, and the consistent application of Viewpoint’s Standards of Conduct. However, in some circumstances, additional protection provided by surveillance cameras is essential in maintaining lawful and safe use of our premises which includes deterring theft and vandalism and assisting law enforcement agencies with investigations of crimes.

Viewpoint recognizes the need to balance an individual’s right to privacy and the need to ensure the safety and security of faculty and staff, students, parents, visitors and assets. Proper video surveillance, where deemed necessary, is one of the most effective means of helping to keep facilities and properties safe and secure.

You should know that cameras have been installed throughout the campus for the protection of people and facilities. You may be under surveillance at any time with the exception of in break rooms, restrooms, locker rooms, and other rooms designated by Viewpoint for changing clothes.

Social Networking

Given the explosive growth and expansion of social networking technology such as Instagram, Facebook, YouTube, LinkedIn, Twitter, Snapchat and related resources such as blogs and other web-based discussion forums across all areas of modern life, Viewpoint School has developed the following policy to provide guidance to employees.

For purposes of this policy, “social networking” includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else’s web log or blog, journal or diary, personal website, social media or affinity website, web bulletin board or chat room, whether or not associated or affiliated with the School, as well as any other form of electronic communication.

We recognize that social networking can bridge both the work life and personal life of employees -- and thus, some cross-over and conflict of responsibilities may occur. The School’s interest in defining the educational and work-related contexts of social networking is for the protection of our employees, students, and the community as a whole. The School may determine it is in its best interests to maintain a social networking presence for development, alumni relations, internal marketing, or other School-
related purposes. All official contacts or postings to any School or School-related site will be initiated under the sole direction of the Director of Strategic Communications.

Social networking postings should not violate any School policy, including those in the School’s Employee and Faculty Handbooks. Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct, will not be tolerated. By signing below, you agree the School shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any Internet posting made by you or anyone under your control. Violation of this policy may result in disciplinary action, up to and including termination.

Whether or not a Viewpoint employee chooses to participate in social networking is his or her own decision, and in general, what an employee does on his or her own time is his or her own concern. However, while we respect the right of employees to participate in social networking, activities in and outside of work that affect job performance, the performance of others, or Viewpoint’s interests are a proper focus for School policies. Accordingly, the following policy has been developed to protect our employees, our organization, our students, and the general public. This policy is not intended to and should not be interpreted or construed as interfering with an employee’s right to engage in any protected activity.

**Key Principles**

Interacting on-line with each other, with students, with alumni, and with others outside of the School community is, in its essence, no different than interacting with these groups face-to-face. For example, employees are required to maintain the principles of respect, dignity, prudence, professionalism, concern for and protection of children, and safety in all interactions. With specific regard to social networking, all employees must:

- Understand that employees are accountable for their postings and other electronic communications. This includes responsibility for any on-line activities conducted with a Viewpoint e-mail or while using School property, networks, or resources, or other similar means of transmission which can be traced back to the School.
- Exercise appropriate discretion when using social networks for personal communications (such as with friends, colleagues, parents, former students, etc.) that can in any way impact the School or your role at the School -- with the knowledge that adult behavior on social networks may be used as a model by our students.
- Err on the side of caution when interacting on-line, remaining cognizant that social networking activities may be visible to past, current, or prospective students, parents, colleagues, and community members -- and thus reflect (positively or negatively) directly or indirectly on the School, affecting current students and community members.
- Keep in mind that the apparent uneven power dynamics of the School, in which adults have implied authority over current and former students, continues to shape those relationships after the end of the school day and year, and even after graduation. Employees must act in a manner that always respects and never exploits the power inherent in these relationships.
- Viewpoint desires to balance your right of individual free expression 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 its employees. With that in mind, Viewpoint School asks that teachers, administrators, and other employees refrain from using the names “Viewpoint School,” “Viewpoint Educational Foundation,” and “Viewpoint” on their social networking sites or Web pages without prior written permission from the Director of Strategic Communications (prior written permission is not required solely to identify yourself as a current School employee on Facebook, LinkedIn, and similar social networking sites).

- All official postings to the School’s social networking sites are to be made only by or with the approval of the Director of Strategic Communications.
- Employees who maintain personal Instagram, Facebook, LinkedIn, Twitter, Snapchat or other social networking account pages must post responsibly and must indicate that those pages are for private view only. If available, that option should be used for all social networking sites. However, please be warned: If it’s on the Internet, it is possible (if not likely) that a student will find it.
- There may be times when an employee may wish to take School-related photos (e.g., classroom work, activities) to share on their personal social networking account pages. Such employees must be authorized in advance and must seek written approval from the Director of Strategic Communications prior to posting (the Director of Strategic Communications may authorize certain employees to post School related photos without prior approval in her sole discretion).
- All employees are reminded that Viewpoint School requires all private and confidential information to be protected at all times and disclosed only pursuant to School policy or as otherwise required by law. Accordingly, no electronic communications, social network posting, or blog posting may communicate any private or confidential information.
- Do not create a link from your personal blog, website, or other social networking site to any School website without identifying yourself as an employee of the School.
- Do not post or circulate postings known to be written by students or other employees without informing the recipient the author is a student or School employee.

Classroom / Professional Guidelines for the Use of Social Networking

- Faculty members are expected to limit class activities to School-sanctioned online tools. If there is any question about the appropriateness of a social-networking tool and feature, please contact your Division Head, Department Chair or the Head of School. A novel on-line tool may only be used after it has been authorized in writing by a Division Head or the Head of School.

- “Friending” Students and Alumni

Do not initiate or accept social network “friend” requests from current students (of any age) or former students under the age of 18. Use professional discretion when “friending” alumni 18 and over. When doing so, recognize that many former students have online connections with current students (including younger siblings and underclassmen friends), and information shared between School-related adults and recent alumni is likely to be seen by current students as well. All employees are discouraged from “friending” parents of current or prospective students due to inherent conflicts of interest this may raise.
• “Friending” Parents

A positive, constructive, and professional relationship between parents and the School is essential. Parents are expected to use official School communication channels, such as the use of School email to appropriate faculty or administrators, and parent conferences, to address any issues of concern with the School, with the goal being a collaborative resolution. Parents are not permitted to communicate with faculty and staff regarding any School business through non-approved communication channels. Non-approved communication channels include text messages, personal email accounts and all outside social networking sites, such as Facebook, Instagram, and Twitter. Additionally, we ask that School employees not “friend” parents of students who are currently in their classes.

• School-Related Friends (Co-workers, Supervisors, and Subordinates)

Employees are asked to use good judgment when making and/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 uncomfortable or pressured to accept the request for business purposes and thus potentially impacting the work and social relationship (as well as possibly raising conflict of interest, unequal treatment, discrimination, or similar concerns). Always respect the privacy of others in the School community.

• Non-School Related Friends

Remind all other members of your network of your position (in particular those of you who are educators) whose profile may be accessed by current or former students (as well as other members of the School community). Ask them to monitor their posts to your network accordingly. Conversely, be judicious in postings to all friend sites and act immediately to remove any material from your site that may be inappropriate and/or in violation of this policy. This includes (but is not limited to) being “tagged” in photos on the sites of friends or others, especially where the photos may indicate or imply activities not appropriate for viewing by students and other members of the School community.

Employees may not use their School e-mail address to register on social media sites, blogs or other online tools utilized for personal use. Employees must not speak to the media on the School’s behalf without contacting the Head of School. All School-related media inquiries should be directed to the Head of School or the Director of Strategic Communications.

This policy is not intended to and should not be interpreted or construed as interfering with an employee’s right to engage in any protected activity. Any questions about this policy should be directed to the Chief Human Resources Officer.

Copyrighted Materials

Employees should not copy or distribute copyrighted material (e.g., software, music, database files, documentation, articles, graphics files, and downloaded information) through the School’s e-mail system or by any other means, unless they have advanced written confirmation from the appropriate sources that the School has the right to copy or distribute the material. Failure to observe a copyright,
trademark or other applicable law may result in disciplinary action by the School as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the Head of School.

**Boundaries**

Employees are responsible for maintaining professional boundaries and using good judgment with students, parents and coworkers, using the School’s policies and values as guidance. This includes understanding the need for personal space, setting limits, respecting privacy, and determining acceptable workplace behavior. Setting boundaries from the start of any relationship will help establish your role as a School employee and your expectations of others. Clear boundaries help people work more efficiently and productively, and contribute to a positive and successful work environment.

**Confidentiality**

**Student, Parent, and Employee Information**

As a Viewpoint employee, you are responsible for safeguarding confidential information in connection with your employment, including but not limited to information about parents and students. Employees may not disclose or share personal information, such as home addresses and phone numbers, published in the family directory. It is your responsibility to use discretion and diligently protect the privacy of our parents, students, and employees at all times.

**High-Profile Students, Parents and Families**

It is not uncommon for high-profile students, parents and families to attend Viewpoint. Employees must use discretion and good judgment and act professionally at all times with respect to these individuals. Employees may not request autographs or other favors, take photographs or discuss non-School-related matters with these individuals during work hours, on School property or at School events. If you have any questions about this policy or whether certain communication with a high-profile student, parent or family is appropriate, please see Human Resources.

**Confidential Information**

All employees must treat any information relating to the School and its activities, projects and students as confidential, and not divulge any of this information to outside parties without the prior written consent of the Head of School. All such information must be kept completely confidential during, and subsequent to, employment with Viewpoint. If in doubt whether or not information should be disclosed, discuss the situation with the Head of School prior to disclosing it.

Protection of Viewpoint’s property is important to the interests and success of the School. School property includes tangible property, such as equipment, and intangible property, such as information. Of particular importance is proprietary and confidential information obtained by employees in the course of work. Confidential information is any information not known generally to the public.

The following examples are intended to serve as examples of such confidential information and material:

- Confidential data about employees, students and families.
- Any other non-public information, which if disclosed, could adversely affect Viewpoint’s business.
In general, all School records and files are the confidential property of the School. Records and files must not be disclosed to any outside party without express written permission from the School.