**Code of Conduct Policy (included here per California law AB 500)**

Crystal Springs Uplands School is committed to creating a safe, supportive, and healthy school environment dedicated to the welfare of everyone in the community. Part of the commitment is the essential relationship between students and employees of the School. While the School encourages close, supportive relationships between students and school faculty and staff, all adults must maintain appropriate boundaries between themselves and students to ensure that they avoid even the perception of inappropriate conduct or favoritism. Some activities may seem innocent from an employee’s perspective but can be perceived as flirtation or sexual insinuation from the perspective of a student or parent/guardian.

It is also important for the school to maintain a school-wide culture and practice in which students and staff members understand that their responsibility to report misconduct will be met with support and sensitivity without fear of retaliation.

The purpose of the guidelines below is to give direction regarding appropriate conduct and boundaries between adults and students, but the expectations for conduct set forth in this document are not intended to serve as an exhaustive list of requirements, limitations, or prohibitions on staff conduct and activities established by the school.

**Examples of Unacceptable Behavior**

- Giving gifts to an individual student that are of a personal or intimate nature
- Unnecessary physical contact with a student in either a public or private situation
- Intentionally being alone with a student off campus without parent/guardian or supervisor knowledge and permission; this includes meeting with individual students at an employee’s home or over coffee or meals
- Making or participating in sexually inappropriate comments, stories or jokes with students
- Seeking emotional involvement with a student for an employee’s benefit
- Discussing an employee’s own personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Inappropriate use of social media with or about students
- Excessive attention toward a particular student
- Contact with a student away from school for activities not related to school without parent/guardian and supervisor knowledge or permission
- Using personal email, texts or social media to communicate with individual students
- Driving alone with a student except in extenuating circumstances where the employee informs the student’s parent/guardian and the employee’s supervisor
within a reasonable time

- Intentionally being alone with a student on campus when an appropriate public or visible space is available

**Duty to Report**

If an employee finds themselves in a difficult situation related to boundaries, the employee should ask for advice from a supervisor. When any employee becomes aware of another employee crossing appropriate boundaries with a student, the employee should report the matter to the appropriate supervisor. In some circumstances, employees will also have the duty to report such conduct in accordance with mandated reporter requirements.