

B. Code of Conduct and Professionalism

Part 1: Professionalism

1.1 Teachers, staff and coaches should uphold the mission and vision of GCCS and should adhere to all guidelines as outlined by the teacher and coach job descriptions.

1.2 Teachers, staff and coaches should maintain appropriate professional boundaries and avoid improper contact or relationships with students. Teachers and coaches hold a unique position of trust.

1.3 Teachers, staff and coaches should avoid situations both within and outside the professional context which could be considered criminal activity or call into question the teacher's or coach's fitness to teach.

1.4 Teachers, staff, and coaches should uphold standards of personal and professional conduct, honesty, and integrity to insure confidence of the school, the student, and parent community in GCCS coaches.

1.5 Teachers, staff, and coaches must always keep in mind they serve as role models to students and act as standard bearers of the school, and as such, should reflect Christ's love and promote/teach historic Christian doctrine, scriptural interpretation, and long-standing spiritual truths.

1.6 If the coaching role requires hiring and/or soliciting volunteer assistant coaches (or any role involving a degree of student interaction and mentorship), the head coach should attempt to ascertain the assistant's commitment to traditional Christian values and help ensure all assistants reflect and adhere to our school's core values.

Part 2: Professional Responsibilities towards Students

2.1 Teachers, staff and coaches should maintain teacher/coach and student confidentiality unless it is required by law or the school to report.

2.2 Teachers, staff and coaches should be honest and fair in relation to information they provide about students.

2.3 Teachers, staff and coaches should maintain an updated knowledge of CPS guidelines.

2.4 Teachers and coaches have a professional responsibility to strive for the best educational outcomes for students.

2.5 Teachers, staff and coaches must raise concerns about colleagues in connection with students using the proper GCCS procedures as described in the Matthew 18 principle guidelines.

Part 3: Teacher/Coach and Student Relationship Code of Conduct

3.1 Teachers, staff and coaches should establish professional boundaries in their relationships with students.

3.2 Teachers, staff and coaches should manage student behavior using protocols and strategies that do not harm or use physical violence in any way against a student.

3.3 Teachers, staff and coaches should take into account reasonable norms when conducting interviews with students, keeping in mind their development level, the context and the circumstances.

3.4 Teachers, staff and coaches must understand the onus is upon them to distance themselves from any potentiality of an inappropriate situation.

3.5 Teachers, staff and coaches should avoid any physical touch not deemed appropriate or that can be interpreted in any way as inappropriate or sexual regardless of the apparent consent of the student.

3.6 Teachers, staff and coaches should recognize professional boundaries extend beyond the context of school.

3.7 Teachers, staff and coaches should not attempt to establish an inappropriate relationship with any student by means which might include but are not limited to:

- communication of a personal nature.
- engaging in an inappropriate way through the internet or by other means with students.
- sending emails, text messages or posting on social media to students in an inappropriate nature.
- discussing with students your own intimate or personal relationships.
- becoming involved in a student's personal affairs beyond helping them connect to proper resources for care.

3.8 Teachers, staff and coaches need to be aware of the potential dangers of being alone with a student or small group of students in a private or isolated setting. Teachers and coaches should

- use common sense to avoid circumstances which could be perceived to be of an inappropriate nature.

- be aware the internet and social networking can quickly blur the professional boundaries between teachers and students.
- never be in possession of illegal or inappropriate images of any children.
- never be under the influence of alcohol or illegal drugs while in a professional setting.

Part 4: Guidelines for Educational Excursions, Trips, and any Travel Involving Students

4.1 Teachers and coaches have a primary responsibility to insure the physical safety of students on any travel outside of school.

4.2 All off-campus travel must be authorized by the administration and parents. No overnight travel should exceed more than three nights.

4.3 Teachers and coaches should remember the professional standard expected within school/practice hours and on school property should still be adhered to on field trips, overnight trips, or any travel away from school. Teachers should not use alcohol on student trips.

4.4 If teachers/coaches will only take a small group of students on a trip, careful attention should be paid to the selection process. Use good judgement in how the selection of a small group may impact other students.

4.5 Teachers and coaches should use extreme care in the student to teacher ratio while traveling in school or personal vehicles. A ratio of one teacher/coach and one student should be avoided. Whenever possible chaperones should be in a minimum of pairs with students and whenever possible should include a chaperone of the same gender as the students.

4.6 If overnight lodging is needed, chaperones should include chaperones of the same gender as students whenever possible. Chaperones may not share rooms with students unless the group is staying in a bunk context with multiple students and chaperones. Careful attention should be paid to privacy and modesty during travel with students.

4.7 Chaperones and students should remain in public, plain view, whenever possible and should avoid situations where isolation can occur.

4.8 Chaperones should be reachable by parents at all times, if possible. Parent permission should be obtained whenever possible for any medical or personal care students may need.

4.9 Chaperones should pay careful attention to medication and medical guidelines while traveling. They should adhere to the same standards that are in effect on campus.

Scope of Professional Relationship and Conduct for Teachers/Coaches and Students

Teachers and coaches who share an additional relationship with the student outside of the school such as pastor, youth leader, employer etc. should adhere to school guidelines if at all possible. When it comes to the law and policy coaches are viewed as coaches whenever they are in contact with students while the students are enrolled at the school.

C. Sexual Harassment Policy

In alignment with its mission and in accordance with state law, GCCS will not tolerate inappropriate sexual conduct. Unprofessional conduct may constitute sexual harassment. GCCS does not condone or tolerate any form of sexual harassment involving employees or students. The school system is committed to the creation of a godly learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

GCCS will take appropriate action to prevent and correct conduct that violates this policy. If necessary, the school system will also take disciplinary action against employees and students. Such disciplinary action could include but is not limited to actions such as oral or written reprimand, professional counseling, reassignment, suspension or termination. Restorative justice will be used if possible, but the safety of students and employees is of primary importance when it comes to professional misconduct. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving GCCS employees and students and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy also recognizes employees and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of the administration to recognize and respond to forms of sexual harassment in a prompt, fair and effective manner. The school system will prohibit retaliation against any person who reports sexual harassment.

What is Sexual Harassment?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual harassment; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance; or creating an intimidating, hostile, or offensive work or learning environment.

Prohibited Conduct

Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature. For example:

- Grabbing, touching, or patting
- Sexual pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Pressure or requests for sexual activities
- Graphic comments about an individual's body or dress

In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred.

Expectations

The GCCS Board expects employees and students to be committed to creating and maintaining a God honoring environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

- GCCS policy on sexual harassment will be communicated to all employees and students.
- Employees and students will be informed of procedures to follow for filing complaints of sexual harassment.
- Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with GCCS obligation to investigate and address complaints.
- Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

Actions for Employees

If you believe you are a target of sexual harassment, you should report such incidents. You may report this information verbally or in writing to your immediate supervisor or principal. You may also report it directly to the head of schools. When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other exhibits, if appropriate

Actions for Students

If you believe you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities. You may report the information verbally or in writing to the principal, a guidance counselor or a teacher.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other exhibits, if appropriate

Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, counselors and teachers.

I _____ have read and agree to abide by the above policies. I understand that failure to comply with the above policies may result in my termination from GCCS.

Signature

Date

